

February 26, 1996

Fresno Occupational Outlook Report Users:

It is with pride that the Fresno Private Industry Council presents you with our annual Fresno Occupational Outlook Report.

Over the 6 years that this report has been published, many organizations and individuals have found its information helpful for a wide variety of purposes. It is used by employers as a wage survey and as an indicator of labor supply. Students use the report to help choose an occupation that will match their skills and interests and provide employment opportunities in the future. Vocational counselors use it to help clients select a career path and job developers use it to help job seekers find jobs in Fresno County. It is also used as a planning tool by educational, employment, and training programs in the community.

The Fresno Private Industry Council has been a leader in working with the State of California Employment Development Department to develop and implement this state/local cooperative project. Representatives from many organizations and businesses have participated in a Fresno Occupational Information Coordinating Committee to advise us on survey design and selection of occupations to study. Together with the employers who answered our survey questions, we have produced this report for your use.

I hope that you will continue to find this report useful. If you have any suggestions or comments, please call us at the Fresno Career Development Center (209) 497-7877, at Fresno Private Industry Council (209) 266-3742, and/or complete the enclosed questionnaire from the Employment Development Department.

Sincerely,

Charles Francis
Chief Executive Officer

PREFACE

LOCAL STAFF FOR THE CCOIS

**The Fresno Private Industry Council serves as the lead agency in the local implementation of the
California Cooperative Occupational Information System - CCOIS**

CHAIRPERSON OF THE FRESNO PRIVATE INDUSTRY COUNCIL

Earl Brown

EXECUTIVE STAFF OF THE FRESNO PRIVATE INDUSTRY COUNCIL

Charles Francis, Chief Executive Officer

Luisa Medina, Chief Operations Officer

LOCAL PROGRAM STAFF FROM THE FRESNO PRIVATE INDUSTRY COUNCIL

Jeffrey Jones, Special Projects Manager

Darby Marshall, Lead Research Analyst

Marta Perez, Research Intern

Grace DeCastro, Accountant

EMPLOYMENT DEVELOPMENT DEPARTMENT, CCOIS STAFF

Brenda Veronie, Research Analyst

Tony DiNapoli, Research Analyst



ACKNOWLEDGEMENTS

Special thanks is given to the following groups and individuals for their contribution to this publication:

The more than 300 local employers who took their time to provide the information that made this report possible

1994-95 LOCAL OCCUPATIONAL INFORMATION COORDINATING COMMITTEE

Robert Britton, West Hills Community College
Larry Burke, Valley Regional Occupational Program
Jim Clay, Vocational Management Services
Rick Christl, Fresno City College
Jim Flagg, Community Trade and Technical School
Sally Fowler, Fresno Adult School
Patrick Hendrix, Fresno County Department of Social Services- GAIN Program
Brian Johnson, Fresno County Probation Department
Dave Lennon, Clovis Adult School
Dee Lockhart, San Joaquin Valley College
Katie Diviccaro, Fresno Private Industry Council
Gregory Pozovich, Ph.D., Fresno County Department of Education
Steve Rocket, Department Rehabilitation
Joe Russo, Kings River Community College
Bud Steuart, Fresno Regional Occupational Program
Rick Trevino, Microcomputer Educational Center
Virginia Vega-Erker, Kaiser Permanente
Jim Wilson, Employment Development Department

ADMINISTRATION, FUNDING AND TECHNICAL SUPPORT

Employment Development Department - Labor Market Information Division staff in Sacramento
California Occupational Information Coordinating Committee (COICC) and its member agencies

OTHER CONTRIBUTORS

Training providers, professional resource people and other CCOIS project sites.

✉ **A SPECIAL MESSAGE FOR READERS AND USERS** ✉

The Fresno Private Industry Council and the State of California Employment Development Department - Labor Market Information Division *have made a substantial effort to ensure the accuracy of the information contained in this report.* We are committed to high standards of research and to high quality labor market information for local users. However, the data is collected by survey from local employers and training providers, and no attempt is made to verify the accuracy of the data that is supplied. Labor market research is not a precise science and may be impacted by a variety of factors in a short period of time. The data must be viewed like a photograph which captures a view of reality at a specific point in time. Therefore, the data should be used with care.

While recognizing the above stated limitations, we encourage you to approach the data with confidence due to the commitment to quality and years of research experience that are provided by the local and state CCOIS staff.

Table of Contents

PREFACE

Program Staff	1
Acknowledgments	2
Message to Readers and Users	3

Chapter 1: Introduction

What is the CCOIS	1
Why This Research is Conducted	2
Who is Involved in the CCOIS	3
How the Research is Conducted	4

Chapter 2: Occupational Summaries

Index of Occupational Summaries - 1993-1995 Combined	1
Index of Occupational Summaries - 1995	4
Index of Occupational Summaries - 1994	5
Index of Occupational Summaries - 1993	6
Easy Reference Guide to the Occupational Summaries	7
M-V-P Counseling Guide	9
Occupational Summaries - 1995 (in alphabetical order)	11

Chapter 3: Training Directory

Easy Reference Guide	
Training Directory - Sorted by Program Title	
Training Directory - Sorted by Training Provider	
Training Directory - Training Provider's Address and Phone List	

CHAPTER 1:

INTRODUCTION

What is the CCOIS?

OVERVIEW

The California Cooperative Occupational Information System (CCOIS) is the local component of labor market research in California. Local labor market research in California is conducted primarily for the local Service Delivery Area (SDA) as established by the Job Training Partnership Act (JTPA). The system is comprised of two components: Employment and Training. The Employment component utilizes the resources of the various agencies represented on the steering committee that directs the activities of the CCOIS to collect information on employment demand. The Training component, which is still being refined, was originally developed through the leadership of the California Occupational Information Coordinating Committee (CCOIC) and its Technical Work Group.

The Fresno Occupational Outlook Report 1995 is the official local report of the CCOIS. To provide continuity to the statewide program, all CCOIS reports will have the title "Occupational Outlook" and the name of the geographic area covered by the report.

BASIC STRUCTURE OF THE CCOIS & THE OCCUPATIONAL OUTLOOK REPORT

COMPONENTS:	I. EMPLOYMENT		II. TRAINING
SOURCE OF DATA:	Local Employers & EDD/LMID		Local Vocational Training Providers
TYPES OF DATA:	#1 EDD projections of occupational size and growth.	#2 Local employer surveys of specific job titles.	#3 List of Training Providers, program titles, degrees or certificates issued, prerequisites, training hours and fees.
FINAL PRODUCT:	<i>OCCUPATIONAL OUTLOOK - FRESNO</i>		
SECTION HEADING:	INDIVIDUAL SECTIONS		
DATA GROUPS:	Occupational Summaries	Training Directory	
	# 1,2	#3	

WHY IS THIS RESEARCH CONDUCTED?

Six Uses of CCOIS Reports

The information in this report can be used by a variety of organizations and individuals for many different purposes. Some possible uses are listed below.



Career Decisions

Career counselors and job seekers can make informed occupational choices based on skills, abilities, interests, education and personal needs. The localized information is easy to read and includes employer requirements and preferences, wages, labor demand and sources of employment and training.



Program Planning

This report provides local planners and administrators with employment, training and placement data, as well as occupational size and expected growth rates. Program planners can use this data to evaluate, improve and eliminate programs or to plan new programs.



Curriculum Design

Training providers can assess and update their curriculum based on current employer needs and projected trends, as indicated in this report.



Economic Development

Local government agencies and economic development organizations will find information on the labor pool, such as occupational size, expected growth rates and wages useful in determining the potential for business growth and development in the local labor market area.



Program Marketing

Training providers can effectively market their programs by informing students, employers and others that the chances for job placement are much greater because their training programs are developed using reliable local occupational data.



Human Resource Development

Small business owners and large corporate human resource directors alike can use this report to help determine competitive wages and benefit packages, improve recruitment and assess the availability of qualified workers for business relocation or expansion purposes.

This report is intended to be used as a reference to base and support these and many other decisions. To maximize the value of this information, please contact the Fresno Career Development Center at (209) 497-7877 or the Fresno Private Industry Council at (209) 266-3742.

WHO IS INVOLVED IN THE CCOIS?

EMPLOYMENT DEVELOPMENT DEPARTMENT / LABOR MARKET INFORMATION DIVISION

The Employment Development Department (EDD) is a department of the State of California. EDD's Labor Market Information Division (LMID) is the division responsible for the collection and analysis of labor market information in California. LMID is the contract administrator for the CCOIS program. EDD/LMID also produces valuable labor market information reports and documents that are used for both local and statewide planning.

CALIFORNIA OCCUPATIONAL INFORMATION COORDINATING COMMITTEE

The California Occupational Information Coordinating Committee (COICC) is an inter-agency committee created by the state Legislature to promote the development and use of a statewide occupational information system. The COICC played the key leadership role in developing the Training Component of the CCOIS and the Occupational Outlook Reports. Committee members are as follows:

Employment Development Department	Department of Trade and Commerce	Department of Social Services
Chancellor's Office, Community Colleges	Department of Rehabilitation	Employment Training Panel
Council for Private Postsecondary & Voc. Ed.	State Job Training Coordinating Council	Department of Education

FRESNO PRIVATE INDUSTRY COUNCIL

FPIC serves as the local contractor for the collection of data under the CCOIS umbrella. FPIC is a non-profit organization that is responsible for administering Job Training Partnership Act (JTPA) funds. These funds are designated for job training and job placement assistance to individuals with barriers to employment in Fresno County.

LOCAL OCCUPATIONAL INFORMATION COORDINATING COMMITTEE

The Local Occupational Information Coordinating Committee (LOICC) represents many of the potential users of this report. The purpose of the group is to assist FPIC in the selection of occupations for study and to provide leadership for the proper development and use of the occupational system in Fresno County. The following is a list of agencies and organizations that are represented on the LOICC:

Adult Education	Employment Training Panel	Private Vocational Schools
Apprenticeship Programs	Local Employers	Department of Rehabilitation
Community Colleges	FPIC	Regional Occupation Programs
Employment Development Department	GAIN	FPIC Service Providers
Employment Generating Agencies		Labor Unions

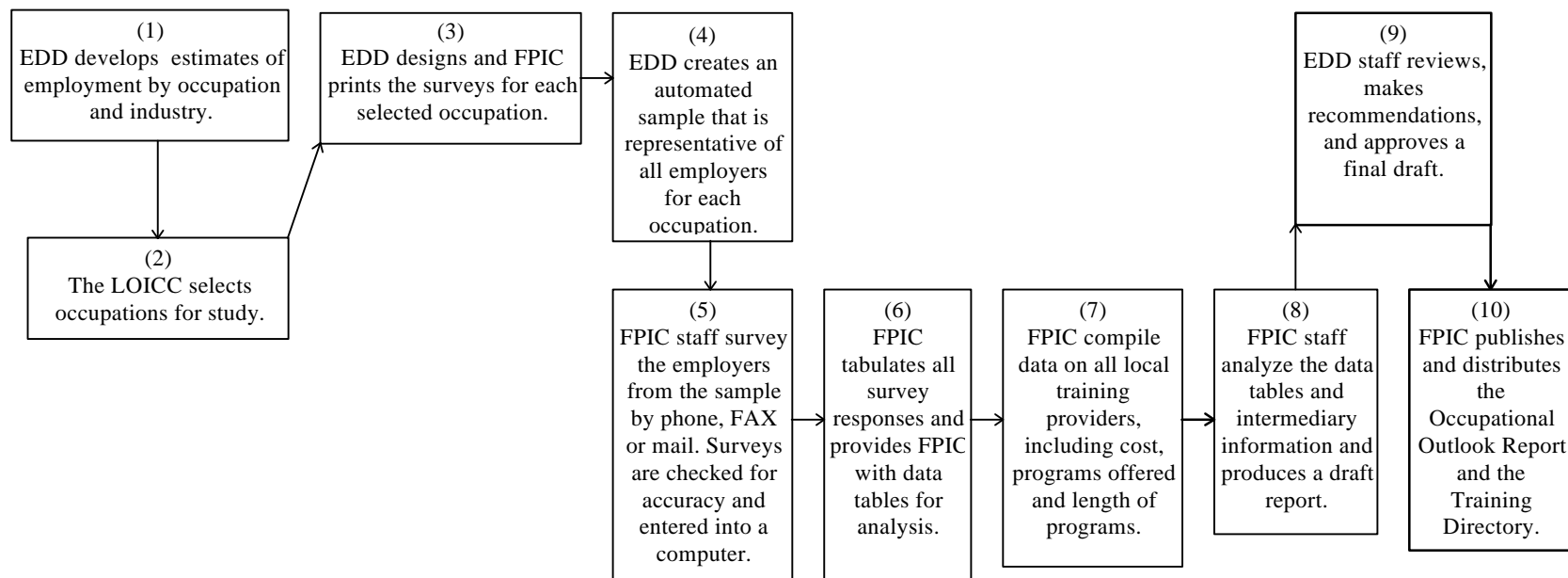
HOW WAS THE RESEARCH DONE?

The completion of each Occupational Outlook report is the result of a cooperative effort between FPIC and EDD/LMID. Each party is responsible for the completion of certain assigned tasks.

FPIC's tasks include selecting occupations for study, preparing and printing questionnaires, conducting the survey, analyzing the data produced from tables generated with LMID/CCOIS software, and producing and distributing the final report.

EDD/LMID provides technical support that includes developing employment by industry and occupation estimates, designing and maintaining computer software for printing the questionnaires and producing tabulations of survey results, and assisting FPIC staff. Additionally, EDD/LMID has established standards for interpretation of data that ensure that Occupational Outlook Reports from different areas are comparable.

The CCOIS research process looks like this:



CHAPTER 2:

OCCUPATIONAL SUMMARIES

Index of Occupations Summaries - 1993-1995 Combined

Assemblers & Fabricators - Except Machine, Electrical, Electronic & Precision	95	Data Entry Keyers - Except Composing	94
Auto Body & Related Repairers	95	Dental Assistants	93
Automotive Mechanics	95	Dental Hygienists	95
Billing, Posting & Calculating Machine Operators	93	Dining Room Attendants - Bar Helpers	93
Biological, Agricultural & Food Technicians	94	Dispatchers - Except Police, Fire & Ambulance	93
Bookkeeping, Account & Audit Clerks, Including Bookkeepers	95	Drafters	93
Brick Masons	94	Drivers/Sales Workers	93
Bus & Truck Mechanics & Diesel Engine Specialists	94	Drywall Installers	93
Bus Drivers - School	94	Electricians	93
Butchers & Meat Cutters	93	Farm Equipment Mechanics	95
Cabinetmakers & Bench Carpenters	94	First Line Managers/Supervisors - Clerical & Administrative	94
Carpenters	94	Forest & Conservation Workers	93
Combined Food Preparation & Services	93	General Farm Workers	94
Cooks - Institution & Cafeteria	94	General Office Clerks	95
Cooks - Restaurant	93	Guards & Watch Guards	95
Cooks - Specialty Fast Food	93	Home Health Care Workers	95
Correctional Officers & Jailers	95	Industrial Truck & Tractor Operators	93

Index of Occupational Summaries - 1993-1995 Combined

Instructional Aides	93	Pharmacy Assistants	94
Insurance Adjusters - Exam & Investigators	95	Pharmacy Technicians	94
Insurance Claims Clerks	95	Physical Therapy Aides	94
Janitors & Cleaners - Except Maids & Housekeeping Cleaners	95	Physical Therapy Assistants	94
Licensed Vocational Nurses	95	Plasterers & Stucco Masons	94
Machinists	93	Plumbers & Pipefitters & Steamfitters	94
Medical & Clinical Laboratory Technologists	94	Police & Detective Supervisors	95
Medical Assistants	95	Police Patrol Officers	95
Medical Records Technicians	95	Production Inspectors, Testers, & Graders	94
Nurse Aides	95	Radiologic Technologists - Diagnostic	94
Occupational Therapy Aides & Assistants	94	Receptionists & Information Clerks	95
Office Machine & Cash Register Servicers	93	Refuse Collectors	93
Operating Engineers	93	Registered Nurses	95
Opticians- Dispensing & Measuring	93	Salespersons - Retail	94
Order Clerks - Materials & Service	94	Secretaries - General	94
Painters & Paperhangers	93	Secretaries - Legal	94
Paralegal Personnel	95	Secretaries- Medical	94

Index of Occupational Summaries - 1993-1995 Combined

Service Station Attendants	93	Teachers - Special Education	95
Sheriffs & Deputy Sheriffs	95	Truck Drivers - Light	93
Teachers & Instructors - Vocational Education	93	Typists - Word Processing	93
Teachers - Preschool	93	Vets & Veterinary Inspectors	93

Index of Occupational Summaries - 1995

Assemblers & Fabricators - Except Machine, Electrical, Electronic & Precision	95	Janitors & Cleaners - Except Maids & Housekeeping Cleaners	95
Auto Body & Related Repairers	95	Licensed Vocational Nurses	
Automotive Mechanics	95	Medical Assistants	95
Bookkeeping, Account & Audit Clerks, Including Bookkeepers	95	Medical Records Technicians	95
Correctional Officers & Jailers	95	Nurse Aides	95
Dental Hygienists	95	Paralegal Personnel	95
Farm Equipment Mechanics	95	Police & Detective Supervisors	95
General Office Clerks	95	Police Patrol Officers	95
Guards & Watch Guards	95	Receptionists & Information Clerks	95
Home Health Care Workers	95	Registered Nurses	95
Insurance Adjusters - Exam & Investigators	95	Sheriffs & Deputy Sheriffs	95
Insurance Claims Clerks	95	Teachers - Special Education	

Index of Occupational Summaries - 1994

Biological, Agricultural & Food Technicians	94	Pharmacy Assistants	94
Brick Masons	94	Pharmacy Technicians	94
Bus & Truck Mechanics & Diesel Engine Specialists	94	Physical Therapy Aides	94
Bus Drivers - School	94	Physical Therapy Assistants	94
Cabinetmakers & Bench Carpenters	94	Plasterers & Stucco Masons	94
Carpenters	94	Plumbers & Pipefitters & Steamfitters	94
Cooks - Institution & Cafeteria	94	Production Inspectors, Testers, & Graders	94
Data Entry Keyers - Except Composing	94	Radiologic Technologists - Diagnostic	94
First Line Managers/Supervisors - Clerical & Administrative	94	Salespersons - Retail	94
General Farm Workers	94	Secretaries - General	94
Medical & Clinical Laboratory Technologists	94	Secretaries - Legal	94
Occupational Therapy Aides & Assistants	94	Secretaries- Medical	94
Order Clerks - Materials & Service	94		

Index of Occupational Summaries - 1993

Billing, Posting & Calculating Machine Operators	93	Instructional Aides	93
Butchers & Meat Cutters	93	Machinists	93
Combined Food Preparation & Services	93	Office Machine & Cash Register Servicers	93
Cooks - Restaurant	93	Operating Engineers	93
Cooks - Specialty Fast Food	93	Opticians- Dispensing & Measuring	93
Dental Assistants	93	Painters & Paperhangers	93
Dining Room Attendants - Bar Helpers	93	Refuse Collectors	93
Dispatchers - Except Police, Fire & Ambulance	93	Service Station Attendants	93
Drafters	93	Teachers & Instructors - Vocational Education	93
Drivers/Sales Workers	93	Teachers - Preschool	93
Drywall Installers	93	Truck Drivers - Light	93
Electricians	93	Typists - Word Processing	93
Forest & Conservation Workers	93	Vets & Veterinary Inspectors	93
Industrial Truck & Tractor Operators	93		

EASY REFERENCE GUIDE TO THE OCCUPATIONAL SUMMARIES

Occupational Employment Statistics (OES) Number

OCCUPATIONAL DEFINITION: The OES system definition. The OES system is a federal occupational coding system designed to provide broad occupational areas. It can be converted to the more common and specific Dictionary of Occupational Titles occupational coding system (see bottom of report).

EDUCATION & TRAINING

EDUCATIONAL LEVEL OF EMPLOYEES HIRED DURING THE LAST 12 MONTHS

H.S. OR GED
SOME COLLEGE, NO DEGREE
ASSOCIATE DEGREE

PERCENTAGE OF EMPLOYEES AT THIS EDUCATION LEVEL

The approximate percentage of recent hires at the indicated level of education.

A brief summary of educational attainment and information concerning any specific training program, certificate or license requirements are reported here.

EMPLOYER SUPPLY & DEMAND ASSESSMENT

DIFFICULTY FINDING QUALIFIED INEXPERIENCED APPLICANTS DIFFICULTY FINDING QUALIFIED EXPERIENCED APPLICANTS

The degree of difficulty for employers to find **qualified** applicants is rated using one of the following terms: Not difficult or no difficulty
Little difficulty
Some Difficulty
Very Difficult

In this section the employer assessment of supply is converted to an assessment of employment outlook from the point of view of the job applicant.

EXPERIENCE

DIRECT EXPERIENCE REQUIREMENTS FOR THIS OCCUPATION

UNKNOWN
12 MONTHS
24 MONTHS
36 MONTHS & MORE

EMPLOYEES HIRED AT THIS LEVEL OF EXPERIENCE (LAST 12 MONTHS):

The approximate percentage of recent hires that are at the indicated level of experience in the same or closely related occupation to the one being surveyed.

Information on acceptable experience gained in other occupations, whether employers will substitute training for experience, and other relevant information on experience are found in this section..

PROJECTIONS & TURNOVER

1992 SIZE:

The EDD estimated 1992 occupational employment.

7 YEAR GROWTH

The EDD estimated number of new job opportunities.

7 YEAR GROWTH RATE

The EDD estimated 7 year growth rate. The average growth rate used for Fresno County is 10.2% for the period between 1992 - 1999.

TURNOVER:

A percentage rating of the number of permanent positions that existed one year ago and that were filled or refilled during the survey period.

TURNOVER: This section reports the percentage of new hires that replaced employees that left their jobs as opposed to those hired because of growth of new jobs.

GROWTH: Supplies the percent of annual growth based on employer's report of size last year versus size this year on the local survey. This may be different from the projections from EDD which are based on Unemployment Insurance reports by all employers. The employers evaluation of their growth potential over the next three years is also reported here. Employers were asked to assess this by choosing: decline, remain stable and grow.

COMPENSATION

<u>WAGES</u>	<u>LOW</u> <u>NON/UNION</u>	<u>HIGH</u> <u>NON/UNION</u>	<u>MEDIAN</u> <u>NON/UNION</u>
New, no experience	The employer's report of current wages. If union employment is over 20%, union wages are usually separated here.		
New, experienced			
3 years with firm			

Supplemental wage information is found in this section.

<u>BENEFITS</u>	<u>% FULL-TIME</u> <u>EMPLOYEES</u>	<u>% PART-TIME</u> <u>EMPLOYEES</u>
PAID VACATION	The approximate percentage of full-time and part-time employees receiving each specified type of benefit.	
PAID SICK LEAVE		
RETIREMENT PLANS		
MEDICAL INSURANCE		
DENTAL INSURANCE		
VISION INSURANCE		
LIFE INSURANCE		
CHILD CARE		

If employers offer any other form of benefits to employees it is included in this section.

GENERAL INFORMATION

✱ **SKILLS** generally needed for the occupation such as, **technical skills**, **physical skills**, **personal skills**, and **basic skills** are identified here. Skills are broadly defined to include knowledge and abilities. When an occupation is very diverse, skills only required for some specialized industries are also noted.

✱ **EMERGING TECHNOLOGY AND SKILLS** are described and sometimes obsolete skills are mentioned here.

✱ **PROMOTIONAL OPPORTUNITIES** available for employees are identified.

✱ **OTHER RELEVANT INFORMATION** includes identifying which occupations are **non-traditional occupation for women** by reporting the percentage of women currently employed, the percentage of **unionized employees**, **other job titles**, and additional requirements or issues such as the need for **tool ownership** in certain occupations.

HOURS & SHIFTS

Most automotive technician jobs are full-time (40h/wk). Some employers are keeping longer hours to better serve customers, so there may be different shifts available. There are very limited opportunities for part-time jobs (8-32 hrs) in this occupation.

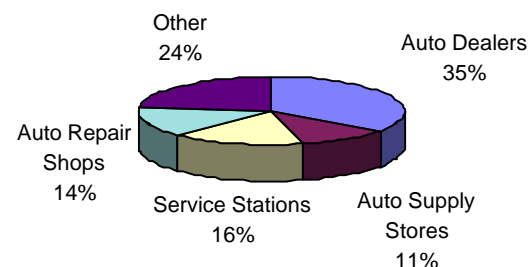
RECRUITMENT

<u>METHOD</u>	<u>% OF ALL POSITIONS FILLED LAST 12 MOS</u>
NEWSPAPER ADVERTISEMENTS	The percent of employees who were hired over the last 12 months by employers who utilized a particular method of recruitment. Because an employer may use more than one method the total will equal more than 100%
CURRENT EMPLOYEE REFERRALS	
PRIVATE VOCATIONAL SCHOOLS	
IN-HOUSE PROMOTION OR TRANSFER	
PRIVATE EMPLOYMENT AGENCIES	
PUBLIC SCHOOLS AND TRAINING PROGRAMS	
UNSOLICITED WALKINS:	
EDD:	
UNION HALL REFERRALS	

If employer are using any other form of recruitment, it is included in this section.

EMPLOYING INDUSTRIES

Auto Mechanics



This section shows a pie chart identifying the major employing industries for this occupation. Some industries are grouped together because their individual percentages are too small to identify separately.

This section identifies the DOT codes associated with this occupation. When there are multiple DOT codes under the same first 3 digits specific codes are either not listed or are listed as 6 digits, with an xxx for the last 3 of 9 digits.

The bottom line reports the number of local employers responding to the survey and the number of employees in Fresno County at their firm.

M - V - P COUNSELING GUIDE

OES Number 551020

OCCUPATIONAL DEFINITION: The Occupational Employment Statistics system definition for the occupation. The OES system can be used to convert to the more specific Dictionary of Occupational Titles occupational coding system.

EDUCATION & TRAINING

EDUCATIONAL LEVEL OF EMPLOYEES HIRED DURING THE LAST 12 MONTHS **PERCENTAGE OF EMPLOYEES AT THIS EDUCATION LEVEL**

MATCH

MATCH THE EDUCATIONAL EXPERIENCE & SKILL REQUIREMENTS TO YOUR BACKGROUND

ARE SPECIFIC LICENSES REQUIRED?

ARE YOU WILLING TO GO THROUGH MORE TRAINING TO BECOME COMPETITIVE OR DO YOU NEED TO GO TO WORK NOW?

EMPLOYER SUPPLY & DEMAND ASSESSMENT

DIFFICULTY FINDING QUALIFIED ~~INEXPERIENCED~~ APPLICANTS Little Difficulty
DIFFICULTY FINDING QUALIFIED ~~EXPERIENCED~~ APPLICANTS Great Difficulty

VIABILITY

HOW DO EMPLOYER SUPPLY & DEMAND ASSESSMENT & EXPERIENCE REQUIREMENTS CONVERT TO EMPLOYMENT OUTLOOK FOR THIS OCCUPATION?

DO THEY MEET YOUR NEEDS OR EXPECTATIONS?

EXPERIENCE

DIRECT EXPERIENCE REQUIREMENTS FOR THIS OCCUPATION **EMPLOYEES HIRED AT THIS LEVEL OF EXPERIENCE (LAST 12 MONTHS):**

6 MONTHS	5%
12 MONTHS	20%
24 MONTHS	55%

MATCH

DO YOU HAVE ENOUGH OF THE KIND OF EXPERIENCE THAT EMPLOYERS CURRENTLY EXPECT?

HOW WILL YOU GET THAT EXPERIENCE?
 (ALSO SEE HOURS AND SHIFTS BELOW)

PROJECTIONS & TURNOVER

1990 SIZE: 510, Medium
7 YEAR GROWTH 190
7 YEAR GROWTH RATE 37%, much faster than average growth

VIABILITY

DOES THIS OCCUPATIONS SEEM TO HAVE GROWTH PROSPECTS OR ARE MOST JOBS FROM TURNOVER?

WHAT IS THE POTENTIAL FOR GROWTH IN THIS OCCUPATION AND WHAT HAVE EMPLOYMENT TRENDS BEEN?

IS THE OCCUPATION GROWING AS FAST AS EXPECTED?

COMPENSATION

<u>WAGES</u>	<u>Low</u>	<u>High</u>	<u>MEDIAN</u>
New, no experience	\$6.50	\$11.25	\$9.50
New, experienced	\$8.00	\$14.00	\$11.25
3 years with firm			\$13.00

VIABILITY

WILL THE WAGES AND BENEFITS THAT EMPLOYERS ARE OFFERING MEET YOUR NEEDS NOW?

IN THE FUTURE?

BENEFITS

	<u>SHORT-TIME</u>	<u>EMPLOYEES</u>
PAID VACATION	5	
PAID SICK LEAVE	5	
RETIREMENT	0	
MEDICAL INSURANCE	5	
DENTAL INSURANCE	5	
VISION INSURANCE	5	
LIFE INSURANCE	90	5
CHILD CARE	0	0

Benefits packages vary by employer and may include bonus programs and child care. Employees may be offered a "cafeteria" plan from which they select what kind of coverage they would like to receive.

GENERAL INFORMATION

MATCH

DO YOU HAVE THE SKILLS THAT EMPLOYERS ARE LOOKING FOR?

ARE THERE EMERGING SKILLS AND TECHNOLOGIES THAT COULD GIVE YOU A COMPETITIVE EDGE?

DO WOMEN IN THIS OCCUPATION HAVE A COMPETITIVE EDGE?

DO THE PROMOTIONAL OPPORTUNITIES MATCH YOUR GOALS FOR THE FUTURE?

*SKILLS
physi
are b
is ve
noted
*EM
obso
*PR
*OT
are n
wom
job ti
owners

skills,
skills
ation
also
mes
ions
e of
her
tool

HOURS & SHIFTS

Most employment in this occupation is full-time (39 hours per week) with some part-time opportunities, mainly at firms with fewer than 10 legal secretaries. This occupation does not involve shift work.

RECRUITMENT

METHOD

% OF ALL POSITIONS FILLED LAST YEAR

NEWSPAPER ADVERTISEMENTS	85%
CURRENT EMPLOYEE REFERRALS	60%
PRIVATE VOCATIONAL SCHOOLS:	40%

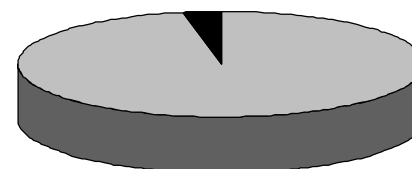
PLACEMENT

HOW ARE YOU GOING TO FIND A JOB IN THIS OCCUPATION?

WHAT RESOURCES DO EMPLOYERS USE FOR RECRUITMENT?

WHAT INDUSTRIES EMPLOY PEOPLE IN THIS OCCUPATION?

EMPLOYING INDUSTRIES



D.O.T. Code 201.362-010

19 law offices, representing 233 employees responded to the survey.

ASSEMBLERS AND FABRICATORS - EXCEPT MACHINE, ELECTRICAL, ELECTRONIC AND PRECISION

OES Number 939560

Assemblers and Fabricators in this category assemble and/or fit together parts to form complete units or subassemblies at a bench, conveyor line, or on the floor. Their work may involve the use of hand tools, power tools, and special equipment in order to carry out fitting and assembly operations. The occupation includes assemblers whose duties are of a non-precision nature. The occupation does not include electrical, electronic, machine and precision assemblers and workers who perform specialized operations exclusively as a part of assembly operations, such as welding, soldering, machining or sawing.

EDUCATION & TRAINING

EDUCATIONAL LEVEL OF EMPLOYEES HIRED DURING THE LAST 12 MONTHS:	PERCENTAGE OF EMPLOYEES AT THIS EDUCATION LEVEL:
----------------------------------------------------------------------------	-------------------------------------------------------------

H.S. OR GED OR LESS

100%

Most employers indicated that recent hires had high school level education but there are job opportunities in this occupation for people without a high school education.

Possession of a ASME welding certificate may also be helpful in finding employment at some companies. Some employers require a Manufacturing Technologies certificate from Kings River Community College.

EMPLOYER SUPPLY & DEMAND ASSESSMENT

DIFFICULTY FINDING QUALIFIED <u>INEXPERIENCED</u> APPLICANTS:	Not difficult
DIFFICULTY FINDING QUALIFIED <u>EXPERIENCED</u> APPLICANTS:	Little difficulty

Given the experience requirements and the above assessment of supply by the employers, job seekers without experience in this occupation will find it very difficult to find employment in this occupation. It will even be difficult for experienced job seekers to find employment, unless they are current in emerging skills and technologies (See General Information on the next page).

EXPERIENCE

DIRECT EXPERIENCE REQUIREMENTS FOR THIS OCCUPATION:	EMPLOYEES HIRED AT THIS LEVEL OF EXPERIENCE (LAST 12 MONTHS):
----------------------------------------------------------------	------------------------------------------------------------------------------

NOT REQUIRED

6 MONTHS

12-36 MONTHS

20%

70%

10%

The amount and type experience required for this occupation varies by industry. Examples of experience needed includes assembly work, glass, sheet metal, welding, woodwork, machine shop, etc. Most employers will sometime substitute training for experience.

PROJECTIONS & TURNOVER

1992 SIZE:	1,430, Large
7 YEAR GROWTH:	30
7 YEAR GROWTH RATE:	2.1%, Slower than average growth

TURNOVER:	33% annually
------------------	--------------

TURNOVER: Employer hiring to fill opening from turnover accounted for two-thirds of all hiring during the last 12 months.

GROWTH: Employers reported a growth rate of just over 8% last year. Most employers indicated that occupational employment would grow for the next three years.

COMPENSATION

WAGES

	<u>LOW</u>	<u>HIGH</u>	<u>MEDIAN</u>
New, no experience	\$4.50	\$10.00	\$5.70
New, experienced	\$5.00	\$13.50	\$6.00
3 years with firm	\$6.25	\$15.00	\$8.70

BENEFITS

	<u>% FULL-TIME EMPLOYEES</u>	<u>% PART-TIME EMPLOYEES</u>
PAID VACATION	85	10
PAID SICK LEAVE	40	10
RETIREMENT PLANS	55	0
MEDICAL INSURANCE	100	10
DENTAL INSURANCE	75	10
VISION INSURANCE	25	0
LIFE INSURANCE	60	10
CHILD CARE	0	0

GENERAL INFORMATION

• **SKILLS** vary depending on the employing industry but most industries generally desire: **technical skills** such as the ability to accurately measure and read blueprints & work drawings, use hand and power tools, and do arithmetic using fractions and decimals; **physical skills** such as manual dexterity, hand-eye coordination, color perception, standing for long periods, and lift repeatedly; **personal skills** such as mechanical aptitude, ability to perform repetitive work, willingness to work with close supervision, and ability to work independently; and **basic skills** such as ability to follow instruction verbal or written, basic math, and legible handwriting.

• **EMERGING TECHNOLOGY AND SKILLS** include Computer Numeric Controlled (CNC) machines and job seekers with CNC experience, data entry or keyboard skills may have more employment opportunities in some industries.

• **PROMOTIONAL OPPORTUNITIES** available for most employees include lead positions, specialists, foreman, and supervisor are provided by most employers.

• **OTHER RELEVANT INFORMATION :** The survey also indicates that **unionized employees** are at 43%; and **other job titles** include production workers, production associates, installers, laborers, welders, and operators.

HOURS & SHIFTS

Most employment opportunities in this occupation are full-time (40hr/wk). There are a few part-time opportunities (20hr/wk) in the county). There are a few temporary positions (less than 10% of occupational employment but 15% of new hires) in this occupation

RECRUITMENT

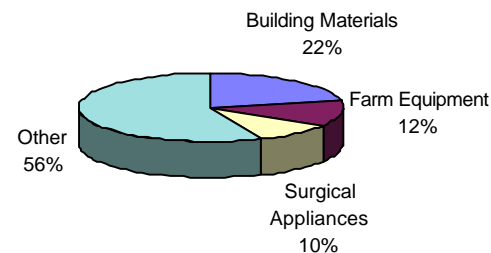
METHOD

	<u>% OF ALL POSITIONS FILLED LAST YEAR</u>
NEWSPAPER ADVERTISEMENTS	75
CURRENT EMPLOYEE REFERRALS	25
PRIVATE VOCATIONAL SCHOOLS:	0
IN-HOUSE PROMOTION OR TRANSFER	5
PRIVATE EMPLOYMENT AGENCIES	25
PUBLIC SCHOOLS AND TRAINING PROGRAMS	65
UNSOLICITED WALK-INS:	25
EDD:	65

Many employers indicated that entry level positions are temporary and filled through temporary agencies.

EMPLOYING INDUSTRIES

Assemblers & Fabricators Employment



D.O.T. Codes: major code groups include, 518, 580, 585, 669, 692, 700-795, 801, 806, 809, 826-7, 860, 869, 899, 915, 977, 979
15 firms, representing 457 employees responded to the survey.

AUTOMOTIVE BODY AND RELATED REPAIRERS

OES Number 853050

Automotive Body and Related Repairers repair, repaint, and refinish automotive vehicle bodies, straighten vehicle frames and replace damaged vehicle glass.

EDUCATION & TRAINING

<u>EDUCATIONAL LEVEL OF EMPLOYEES HIRED DURING THE LAST 12 MONTHS</u>	<u>PERCENTAGE OF EMPLOYEES AT THIS EDUCATION LEVEL</u>
----------------------------------------------------------------------------------	-------------------------------------------------------------------

H.S. OR GED	85%
SOME COLLEGE NO DEGREE	10%
ASSOCIATE'S DEGREE	5%

Some employers required certification or training from Fresno City College and industry sponsored programs such as I-Car. A few employers also require ASE certification. A very limited number of positions remain available to job seekers with less than high school education.

EMPLOYER SUPPLY & DEMAND ASSESSMENT

DIFFICULTY FINDING QUALIFIED IN <u>EXPERIENCED</u> APPLICANTS	Some Difficulty
DIFFICULTY FINDING QUALIFIED <u>EXPERIENCED</u> APPLICANTS	Very Difficult

Given experience requirements and the employer assessment of supply, the job seekers without experience in this occupation will have some difficulty finding employment in this occupation. Experienced job seekers will have good opportunities, particularly if they are current in emerging skills and technologies (See General Information on the next page).

EXPERIENCE

<u>DIRECT EXPERIENCE REQUIREMENTS FOR THIS OCCUPATION</u>	<u>EMPLOYEES HIRED AT THIS LEVEL OF EXPERIENCE (LAST 12 MONTHS):</u>
----------------------------------------------------------------------	---------------------------------------------------------------------------------

12 - 24 MONTHS	65%
36 - 60 MONTHS	30%
NOT SPECIFIED	5%

This occupation comprises **two career tracks**; Journey level Body Technician and Journey level Painter. The experience requirements for each position is very different. Most employers require **body technicians** to have between 1 and 5 years experience. Most employers require **painters** to have between 3 and 5 of experience. Some limited opportunities exist for trainees or apprentices. Most employers will sometimes substitute training for experience.

PROJECTIONS & TURNOVER

1992 SIZE:	390, medium
7 YEAR GROWTH	70
7 YEAR GROWTH RATE	17.9% much faster than average
TURNOVER	15% annually

TURNOVER: Employer hiring to fill openings from turnover accounted over one-half of all hiring during the last 12 months.

GROWTH: Employers reported a growth rate of approximately 8% last year, which is much faster than projected. Most of the employers surveyed indicated that the occupation would continue to grow.

COMPENSATION

<u>WAGES</u>	<u>LOW</u>	<u>HIGH</u>	<u>MEDIAN</u>
New, no experience	\$4.25	\$16.00	\$5.40
New, experienced	\$4.45	\$25.00	\$9.60
3 years with firm	\$6.65	\$25.00	\$15.50

Union wages pay at the high end of the range in the wages for new employees. Wages at the low end of the scale may be for helper/apprentice positions. A few employers pay on a commission basis and have estimated hourly pay.

<u>BENEFITS</u>	<u>% FULL-TIME EMPLOYEES</u>	<u>% PART-TIME EMPLOYEES</u>
PAID VACATION	75	None Reported
PAID SICK LEAVE	10	
RETIREMENT PLANS	10	
MEDICAL INSURANCE	90	
DENTAL INSURANCE	40	
VISION INSURANCE	30	
LIFE INSURANCE	25	
CHILD CARE	0	

Some employers have profit sharing and/or 401k programs. Some employers who offer benefits only pay part of the total cost.

GENERAL INFORMATION

✱ **SKILLS** vary depending on the specialization but can include **technical skills** such as the ability to use hand and power tools, materials handling, masking, painting and welding; **physical skills** such as good color perception, the ability to tolerate dust and paint fumes, and ability to stand continuously for over 2 hours; **personal skills** such as organization & time management, attention to detail, problem solving skills, willingness to work with close supervision and work overtime, ability to work independently, under pressure and as part of a team; and **basic skills** such as ability to follow instruction verbal or written, basic math, and legible handwriting

✱ **EMERGING TECHNOLOGY AND SKILLS** include computerization, laser technology and frequent changes in materials and techniques. A working knowledge of paint chemistry and plastic may be helpful in making job seekers more competitive.

✱ **PROMOTIONAL OPPORTUNITIES** available for most employees include estimator, foreman, management, and other specialties.

✱ **OTHER RELEVANT INFORMATION** The survey also indicates that the occupation is a **non-traditional occupation for women** with less than 5% being female; that **unionized employees** are at 15%; **other job titles** include auto body technicians, and paint technicians; **tool ownership** is required by many employers of journey level Automobile Body Repairers and Painters (A set of painter's tools costs approximately \$1,000 and up. A set of Body Technician tools costs approximately \$3,000).

HOURS & SHIFTS

Most employment opportunities in this occupation are full-time (40hr/wk) with little or no seasonal or temporary employment

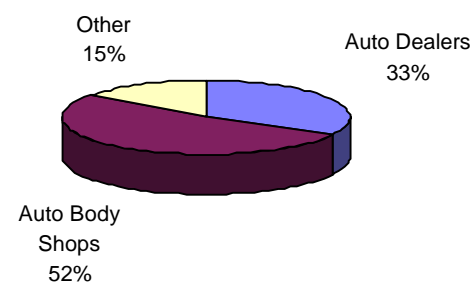
RECRUITMENT

<u>METHOD</u>	<u>% OF ALL POSITIONS FILLED LAST 12 MOS</u>
NEWSPAPER ADVERTISEMENTS	45
CURRENT EMPLOYEE REFERRALS	85
PRIVATE VOCATIONAL SCHOOLS:	15
IN-HOUSE PROMOTION OR TRANSFER	20
PRIVATE EMPLOYMENT AGENCIES	0
PUBLIC SCHOOLS AND TRAINING PROGRAMS	20
UNSOLICITED WALKINS:	40
EDD:	0

Employers also used material suppliers to recruit for the occupation. Unionized employers also utilized the union hall to find qualified job seekers.

EMPLOYING INDUSTRIES

Auto Body Repairers



D.O.T. Code: 620.364-010, 620.684-034, 807.281-010, 807.361-010, 807.484-010, 845.381-018, 864.684-010

15 firms, representing 149 employees responded to the survey.

AUTOMOTIVE MECHANICS

OES Number 853020

Automotive Mechanics adjust, repair and overhaul automotive vehicles. They may be designated according to specialties, such as Brake Repairers, Transmission Mechanics or Front-end Mechanics. This occupation does not include Auto Body Repairers, Bus and Truck Mechanics, Diesel Engine Specialists or Electrical Systems Specialists.

EDUCATION & TRAINING

<u>EDUCATIONAL LEVEL OF EMPLOYEES HIRED DURING THE LAST 12 MONTHS</u>	<u>PERCENTAGE OF EMPLOYEES AT THIS EDUCATION LEVEL</u>
----------------------------------------------------------------------------------	-------------------------------------------------------------------

H.S. OR GED	35%
SOME COLLEGE, NO DEGREE	45%
ASSOCIATE DEGREE	20%

Many employers require some college level education. Acceptable training includes completion of the Fresno City College Automotive Technology program. Car dealerships may request applicants to have completed a company designed program, such as the Ford Asset program or General Motors ASEP program. These programs are offered at Fresno City College and are Associate Degree programs. Based on the position being filled employers may request applicants have specific Automotive Service Excellence certificates.

EMPLOYER SUPPLY & DEMAND ASSESSMENT

<u>DIFFICULTY FINDING QUALIFIED INEXPERIENCED APPLICANTS</u>	Little difficulty
<u>DIFFICULTY FINDING QUALIFIED EXPERIENCED APPLICANTS</u>	Some difficulty

Given the experience requirements and the above assessment of supply by the employers, job seekers without experience in this occupation will have difficulty finding employment in this occupation. Job seekers with experience will have better opportunities particularly if they are current in emerging skills and technologies (See General Information on the next page).

EXPERIENCE

<u>DIRECT EXPERIENCE REQUIREMENTS FOR THIS OCCUPATION</u>	<u>EMPLOYEES HIRED AT THIS LEVEL OF EXPERIENCE (LAST 12 MONTHS):</u>
----------------------------------------------------------------------	---------------------------------------------------------------------------------

12 MONTHS	30%
24 MONTHS	50%
36 MONTHS & MORE	10%
NOT SPECIFIED	10%

Employers who hire other specialists, such as transmission repair & service advisors, may require more experience from those specialties. Most employers require at least 24 months of experience but they will sometimes accept training as a substitute for experience.

PROJECTIONS & TURNOVER

1992 SIZE:	2,200, very large
7 YEAR GROWTH	520
7 YEAR GROWTH RATE	23.6%, much faster than average growth
TURNOVER	Less than 10% annually

TURNOVER: Employer hiring to fill opening from turnover accounted for almost half of all hiring during the last 12 months.

GROWTH: Employers reported a growth rate of 5% annually. Most employers indicated that the occupation would continue to grow for the next three years.

COMPENSATION

	<u>Low</u>	<u>High</u>	<u>MEDIAN</u>
<u>WAGES</u>	<u>NON/UNION</u>	<u>NON/UNION</u>	<u>NON/UNION</u>
New, no experience	\$4.75/7.00	\$11.55/17.15	\$5.50/14.55
New, experienced	\$6.00/14.40	\$22.00/19.30	\$14.00/19.01
3 years with firm	\$11.00/19.30	\$22.00/24.05	\$16.75/19.85

Wages are presented side by side for non-union employers and union employers. Government employers union or non-union pay on the high side of the ranges.

	<u>% FULL-TIME</u>	<u>% PART-TIME</u>
<u>BENEFITS</u>	<u>EMPLOYEES</u>	<u>EMPLOYEES</u>
PAID VACATION	85	None reported.
PAID SICK LEAVE	25	
RETIREMENT PLANS	60	
MEDICAL INSURANCE	100	
DENTAL INSURANCE	65	
VISION INSURANCE	45	
LIFE INSURANCE	60	
CHILD CARE	0	

GENERAL INFORMATION

✳️ **SKILLS** vary depending on the specialization but can include: **technical skills** such as the ability to repair brakes, vehicle heaters & air conditioners, carburetors, emission controls, fuel injection systems, tune-up engines, & implement safe work practices, have skills in arc and gas welding, and front end alignment; **physical skills** such as ability to stand continuously for over 2 hours; **personal skills** such as organization & time management, attention to detail, problem solving skills, and willingness to work overtime, ability to work independently, under pressure and as part of a team; and **basic skills** such as ability to follow instruction verbal or written, basic math, and legible handwriting

✳️ **EMERGING TECHNOLOGY AND SKILLS** includes ability to use computers for diagnostic checks and troubleshooting. In addition to computers more cars have electronic systems, such as transmissions and fuel injection, that make knowledge of how to troubleshoot and repair electronics more important. Some employers mentioned carburetor repairs as being obsolete for this occupation.

✳️ **PROMOTIONAL OPPORTUNITIES** available for most employees include, foreman, team leader, journeyman, service advisor, management, and other specialties.

✳️ **OTHER RELEVANT INFORMATION** The survey also indicates that the occupation is a **non-traditional occupation for women** with less than 5% being female; that **unionized employees** are at 34%; **other job titles** include auto technicians, transmission technicians and auto repair technicians; **tool ownership** is required by many employers of journey level.

HOURS & SHIFTS

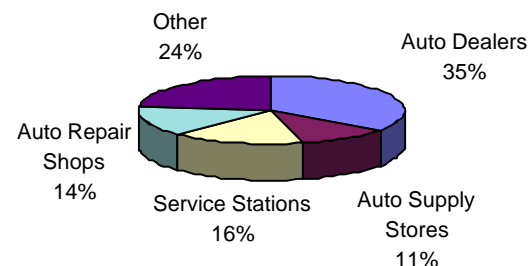
Most automotive technician jobs are full-time (40h/wk). Some employers are keeping longer hours to better serve customers, so there may be different shifts available. There are very limited opportunities for part-time jobs (8-30 hrs) in this occupation.

RECRUITMENT

<u>METHOD</u>	<u>% OF ALL POSITIONS FILLED LAST 12 MOS</u>
NEWSPAPER ADVERTISEMENTS	70
CURRENT EMPLOYEE REFERRALS	50
PRIVATE VOCATIONAL SCHOOLS	5
IN-HOUSE PROMOTION OR TRANSFER	30
PRIVATE EMPLOYMENT AGENCIES	0
PUBLIC SCHOOLS AND TRAINING PROGRAMS	30
UNSOLICITED WALKINS:	10
EDD:	0
UNION HALL REFERRALS	15

EMPLOYING INDUSTRIES

Auto Mechanics



D.O.T. Code: 620.261-xxx; 620.281-xxx; 620.381-xxx; 620.684-xxx; 625.281-022; 706.381-046; 806.361-026; 806.684-038; 807.664-010; 807.684-022; 825.381-014

15 firms, representing 197 employees responded to the survey.

BOOKKEEPING ACCOUNTING AND AUDITING CLERKS

OES Number 553380

Bookkeeping, Accounting and Auditing Clerks, Including Bookkeepers, compute, classify and record numerical data to keep sets of financial records complete. They may perform any combination of calculation, posting, and verifying duties to obtain primary financial data for use in maintaining accounting records. They may also check the accuracy of figures, calculations and posting pertaining to business transactions recorded by other workers. This occupation does not include workers whose primary duty is operating special office machines.

EDUCATION & TRAINING

EDUCATIONAL LEVEL OF EMPLOYEES HIRED DURING THE LAST 12 MONTHS	PERCENTAGE OF EMPLOYEES AT THIS EDUCATION LEVEL
-------------------------------------------------------------------	----------------------------------------------------

H.S. OR GED	25%
SOME COLLEGE, NO DEGREE	20%
ASSOCIATE DEGREE	40%
BACHELOR DEGREE	15%

Some employers require training or certificates specifically in accounting.

EMPLOYER SUPPLY & DEMAND ASSESSMENT

DIFFICULTY FINDING QUALIFIED INEXPERIENCED APPLICANTS	Little difficulty
DIFFICULTY FINDING QUALIFIED EXPERIENCED APPLICANTS	Little difficulty

Given the experience requirements and the above assessment of supply by the employers, job seekers both with and without experience in this occupation will have difficulty finding employment in this occupation.

EXPERIENCE

DIRECT EXPERIENCE REQUIREMENTS FOR THIS OCCUPATION	EMPLOYEES HIRED AT THIS LEVEL OF EXPERIENCE (LAST 12 MONTHS):
-------------------------------------------------------	------------------------------------------------------------------

2-6 MONTHS	15%
12 MONTHS	65%
NOT SPECIFIED	15%

All employers required at least some experience. Some will substitute training for experience and some (5%) will accept 6 to 36 months of experience not directly related to bookkeeping or accounting such as clerical.

PROJECTIONS & TURNOVER

1992 SIZE:	5,380, very large
7 YEAR GROWTH	30
7 YEAR GROWTH RATE	.6%, slower than average growth
TURNOVER	11% annually

TURNOVER: Employer hiring to fill opening from turnover accounted over one-half of all hiring during the last 12 months.

GROWTH: Employers reported a growth rate of only 1% for the last 12 months, which is less than projected by EDD. Larger employer tend to project no growth and small employer project growth over the next three years.

COMPENSATION

<u>WAGES</u>	<u>Low</u> <u>NON/UNION</u>	<u>HIGH</u> <u>NON/UNION</u>	<u>MEDIAN</u> <u>NON/UNION</u>
New, no experience	\$6.00/8.00	\$9.80/10.15	\$7.95/8.50
New, experienced	\$7.00/8.40	\$10.35/10.15	\$9.00/9.25
3 years with firm	\$8.25/9.90	\$11.90/11.60	\$11.00/10.85

<u>BENEFITS</u>	<u>% FULL-TIME</u> <u>EMPLOYEES</u>	<u>% PART-TIME</u> <u>EMPLOYEES</u>
PAID VACATION	95	35
PAID SICK LEAVE	85	35
RETIREMENT PLANS	75	25
MEDICAL INSURANCE	100	25
DENTAL INSURANCE	75	20
VISION INSURANCE	60	20
LIFE INSURANCE	80	20
CHILD CARE	0	

Employers may have minimum hours worked requirements for part-time employees to qualify for benefits.

GENERAL INFORMATION

✱ **SKILLS** particularly **technical skills** vary depending on the specialization. Other skills can include: **physical skills** such as ability to sit continuously for over 2 hours; **personal skills** such as organization & time management, attention to detail, problem solving skills, and willingness to work overtime, ability to work independently, under pressure and as part of a team; and **basic skills** such as ability to follow instruction verbal or written, basic math, and legible handwriting.

✱ **EMERGING TECHNOLOGY AND SKILLS** sought by most employers includes computer spreadsheets, word processing, and data bases. Many employers are also seeking desktop publishing skills & some are seeking knowledge in medical terminology.

✱ **PROMOTIONAL OPPORTUNITIES** available for most employees include, supervisor, higher steps as accountant or bookkeeper, and other occupational specialties.

✱ **OTHER RELEVANT INFORMATION** The survey also indicates that the occupation is a **traditional occupation for women** with 85% being female; that **unionized employees** are at 43%; and **other job titles** include account clerks, accounts receivable clerks, accounts payable clerks, payroll clerks, financial technicians and financial analysts.

D.O.T. Code: 209.687-010, 210.362-010, 210.367-xxx, 210.382-xxx, 216.362-xxx, 216.382-xxx, 216.482-xxx, 216.587-010, 219.362-066, 219.367-xxx, 219.487-010, 219.587-010
15 firms, representing 205 employees responded to the survey.

HOURS & SHIFTS

Most jobs in this occupation are full-time averaging 40 hr/wk. There are a few part-time positions that average 25 hr/wk.

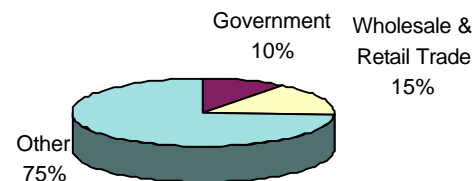
RECRUITMENT

<u>METHOD</u>	<u>% OF ALL POSITIONS FILLED LAST 12 MOS</u>
NEWSPAPER ADVERTISEMENTS	95
CURRENT EMPLOYEE REFERRALS	45
PRIVATE VOCATIONAL SCHOOLS:	0
IN-HOUSE PROMOTION OR TRANSFER	70
PRIVATE EMPLOYMENT AGENCIES	20
PUBLIC SCHOOLS AND TRAINING PROGRAMS	30
UNSOLICITED WALKINS:	0
EDD:	15
UNION NOTIFICATION:	40

Some employers also use word of mouth and the GAIN program.

EMPLOYING INDUSTRIES

Bookkeeping, Accounting, and Auditing Clerks Employment



CORRECTIONS OFFICERS AND JAILERS

OES Number 630170

Correctional Officers and Jailers guard inmates in penal or rehabilitative institutions in accordance with established regulations and procedures. They may guard prisoners in transit between jail, courtroom, prison, or other point, traveling by automobile or public transportation, and may be designated deputy guard. This occupation includes Deputy Sheriffs who spend the majority of their time guarding prisoners in county correctional institutions.

EDUCATION & TRAINING

EDUCATIONAL LEVEL OF EMPLOYEES HIRED DURING THE LAST 12 MONTHS	PERCENTAGE OF EMPLOYEES AT THIS EDUCATION LEVEL
---------------------------------------------------------------------------	------------------------------------------------------------

H.S. OR GED

100%

Training is not required before employment because candidates are sent to formal training after employment. Currently State training lasts 6 weeks.

EXPERIENCE

DIRECT EXPERIENCE REQUIREMENTS FOR THIS OCCUPATION	EMPLOYEES HIRED AT THIS LEVEL OF EXPERIENCE (LAST 12 MONTHS):
---------------------------------------------------------------	--------------------------------------------------------------------------

NOT REQUIRED

100%

Prior training is not required for this occupation. Candidates selected by the State must attend a 6 week training academy prior to assignment.

EMPLOYER SUPPLY & DEMAND ASSESSMENT

DIFFICULTY FINDING QUALIFIED INEXPERIENCED APPLICANTS	Some difficulty
DIFFICULTY FINDING QUALIFIED <u>EXPERIENCED</u> APPLICANTS	Some difficulty

Because a new State facility was opened in Fresno, most job opportunities are with the State correctional system. However, competition for the State jobs is higher. Opportunities with the county are less competitive.

PROJECTIONS & TURNOVER

1992 SIZE:	300, small
7 YEAR GROWTH	100
7 YEAR GROWTH RATE	33.3%, much faster than average growth

TURNOVER	25% annually
-----------------	--------------

SIZE: With the addition of a new prison in the county 1995 size is 733. The EDD projections above therefore understate both 7 year growth numbers and growth rate.

TURNOVER: Employer hiring to fill openings from turnover accounted for less than one fifth of all hiring during the last 12 months, because hiring was dominated by the new facility.

GROWTH: Employers reported a growth rate of 130% the last 12 months, because of the new facility. The State facility plans to hire 185 more full time equivalent officers in the next 12 months, then growth should be much slower.

COMPENSATION

<u>WAGES</u>	<u>LOW</u>	<u>HIGH</u>	<u>MEDIAN</u>
New, no experience	\$8.95	\$13.55	\$11.25
New, experienced	\$10.90	\$15.70	\$13.30
3 years with firm	\$12.95	\$17.65	\$15.30

<u>BENEFITS</u>	<u>% FULL-TIME EMPLOYEES</u>	<u>% PART-TIME EMPLOYEES</u>
PAID VACATION	100	0
PAID SICK LEAVE	100	0
RETIREMENT PLANS	100	0
MEDICAL INSURANCE	100	0
DENTAL INSURANCE	100	0
VISION INSURANCE	100	0
LIFE INSURANCE	100	0
CHILD CARE	0	0

County employment provides wages on the low end of the wage scale and state employment pays on the high end of the scale.

GENERAL INFORMATION

✳️ **SKILLS** in this occupation include: **technical skills** such as good leadership and motivational skills; **physical fitness**; **personal characteristics** such as maturity, emotional stability, sympathetic and objective understanding of persons under restraint, satisfactory record as a law abiding citizen, sobriety, tact, integrity, dependability, good judgment, good personal and social adjustment for correctional work, neat personal appearance, courage, alertness, willingness to work any time or hours required and ability to work cooperatively with others in a team; **basic skills** such as ability to follow instruction verbal or written, basic math, legible handwriting and oral written communication skills.

✳️ **EMERGING TECHNOLOGY AND SKILLS** None reported

✳️ **PROMOTIONAL OPPORTUNITIES** available for most employees include sergeant, lieutenant and captain.

✳️ **OTHER RELEVANT INFORMATION** The survey also indicates that the occupation is a **non-traditional occupation for women** with less than 20% being female; that **unionized employees** are above 50%; **other minimum requirements** by the state include no felony conviction, U.S. citizenship or application for citizenship, age of 21 at the date of appointment, legal eligibility for firearm or other weapon authorized by the Department of Correction; **the State selection process** can be lengthy and competitive only the most qualified will complete all the steps of the application process and graduation from the academy. For information about State jobs call 1-800-622-WORK.

HOURS & SHIFTS

All employment opportunities in this occupation are full-time (40hr/wk). Shift work is required, as well as emergency service.

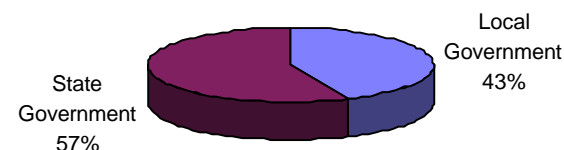
RECRUITMENT

<u>METHOD</u>	<u>% OF ALL POSITIONS FILLED LAST 12 MOS</u>
NEWSPAPER ADVERTISEMENTS	Percentages not available. See below.
CURRENT EMPLOYEE REFERRALS	
PRIVATE VOCATIONAL SCHOOLS:	
IN-HOUSE PROMOTION OR TRANSFER	
PRIVATE EMPLOYMENT AGENCIES	
PUBLIC SCHOOLS AND TRAINING PROGRAMS	
UNSOLICITED WALKINS:	
EDD:	

Because these are government jobs, employers usually use newspaper ads, and personnel department information lines. However, the State reports that employee referrals is the primary source of recent hires.

EMPLOYING INDUSTRIES

Corrections Officers Employment



D.O.T. Code: 372.367-014, 372.567-014, 372.667-018, 372.677-010, 375.367-010
2 firms, representing 733 employees responded to the survey.

DENTAL HYGIENISTS

OES Number 329080

Dental Hygienists perform dental prophylactic treatments and instruct groups and individuals in the care of the teeth and mouth.

EDUCATION & TRAINING

EDUCATIONAL LEVEL OF EMPLOYEES HIRED DURING THE LAST 12 MONTHS	PERCENTAGE OF EMPLOYEES AT THIS EDUCATION LEVEL
---------------------------------------------------------------------------	------------------------------------------------------------

ASSOCIATE DEGREE

100%

Dental Hygienists must be licensed in California under the Dental Practice Act. Applicants for a license must have a minimum of a two year degree from an accredited dental hygiene program. They must also pass the National Board Examination and the practical examination given by the State Board.

The licensing authority is the Committee on Dental Auxiliaries in Sacramento. The telephone number is (916) 263-2595. Application fee is \$20.00 and the Performance Exam is \$155.00.

EXPERIENCE

DIRECT EXPERIENCE REQUIREMENTS FOR THIS OCCUPATION	EMPLOYEES HIRED AT THIS LEVEL OF EXPERIENCE (LAST 12 MONTHS):
---------------------------------------------------------------	--------------------------------------------------------------------------

NOT REQUIRED

25%

3 MONTHS

10%

12 MONTHS

40%

24 MONTHS

25%

Experience as a Registered Dental Assistant for 36 months was a rare acceptable substitute for experience as a Dental Hygienist. Training was not an acceptable substitute for some employers but most employers accepted training as a substitute sometimes or always.

EMPLOYER SUPPLY & DEMAND ASSESSMENT

DIFFICULTY FINDING QUALIFIED INEXPERIENCED APPLICANTS	Little difficulty
DIFFICULTY FINDING QUALIFIED EXPERIENCED APPLICANTS	Some difficulty

Given the small size of this occupation, this means employment opportunities will be very limited for the inexperienced but will be somewhat better for the experienced.

PROJECTIONS & TURNOVER

1992 SIZE:	240, small
7 YEAR GROWTH	-10
7 YEAR GROWTH RATE	-4.2%, slow decline

TURNOVER	23% annually
-----------------	--------------

TURNOVER: Turnover provided the main source of jobs; accounting for over two-thirds of all hiring over the previous year.

GROWTH: Employers reported a growth rate of just over 5% annually, which is much more growth than projected by EDD but not sufficient to provide significant new occupational opportunities particularly for the inexperienced. Most employers see the employment opportunities remaining stable for the next three years. Some employers project growth.

COMPENSATION

WAGES

	<u>LOW</u>	<u>HIGH</u>	<u>MEDIAN</u>
New, no experience	\$28.00	\$28.75	\$28.40
New, experienced	\$20.00	\$28.75	\$28.00
3 years with firm	\$22.50	\$35.95	\$31.25

Most employers pay wages but some employers provide additional bonuses or commissions. Some employers only pay a commission.

<u>BENEFITS</u>	<u>% FULL-TIME EMPLOYEES</u>	<u>% PART-TIME EMPLOYEES</u>
PAID VACATION	80	10
PAID SICK LEAVE	55	10
RETIREMENT PLANS	65	0
MEDICAL INSURANCE	90	20
DENTAL INSURANCE	65	0
VISION INSURANCE	65	0
LIFE INSURANCE	35	10
CHILD CARE	0	0

Other benefits include uniform allowance and continuing education allowance for part-time employees.

GENERAL INFORMATION

✱ **SKILLS** **technical skills** such as record keeping, organizational and time management, problem solving, supervisory, planning, organizing the work of others, CPR and first aid; **personal skills** such as the good interpersonal communication, ability to work under pressure, handle crisis, work in a team and work independently, flexible in work schedule, thoroughness, dependability and adaptability; **physical ability** to sit or stand continuously for 2 or more hours and pass a pre-employment physical and **basic skills** such as writing, basic math, verbal communication, ability to and perform routine, repetitive work.

✱ **EMERGING TECHNOLOGY AND SKILLS** sought by some employers include skills with extensive ultra sonic and scalers

✱ **PROMOTIONAL OPPORTUNITIES** are not available.

✱ **OTHER RELEVANT INFORMATION** The survey also indicates that the occupation is a **traditional occupation for women** with 100% being female; that **unionized employees** are at 5% and all hiring in the last 12 months was with non-union employers; and **other job titles** include registered dental hygienists.

HOURS & SHIFTS

Most employment opportunities in this occupation are classified part-time and hours are between 32 and 7 hours per week. Only some hygienists work full-time (between 35 & 40 hours per week). Some employees are also on-call.

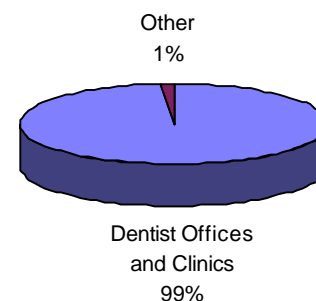
RECRUITMENT

<u>METHOD</u>	<u>% OF ALL POSITIONS FILLED LAST 12 MOS</u>
NEWSPAPER ADVERTISEMENTS	85
CURRENT EMPLOYEE REFERRALS	55
PRIVATE VOCATIONAL SCHOOLS:	15
IN-HOUSE PROMOTION OR TRANSFER	0
PRIVATE EMPLOYMENT AGENCIES	15
PUBLIC SCHOOLS AND TRAINING PROGRAMS	25
UNSOLICITED WALK-INS:	0
EDD:	0

Many employers reported using the Dental Society or Dental Hygienist Society for recruitment, and some also used word of mouth.

EMPLOYING INDUSTRIES

Dental Hygienist Employment



D.O.T. Code: 078.361-010

15 firms, representing 41 employees responded to the survey.

FARM EQUIPMENT MECHANICS

OES Number 853210

Farm Equipment Mechanics maintain, repair, and overhaul farm machinery and vehicles, such as tractors, harvesters, and irrigation systems. They may repair dairy equipment. Please do not include Bus and Truck Mechanics and Diesel Engine Specialists.

EDUCATION & TRAINING

EDUCATIONAL LEVEL OF EMPLOYEES HIRED DURING THE LAST 12 MONTHS	PERCENTAGE OF EMPLOYEES AT THIS EDUCATION LEVEL
----------------------------------------------------------------	-------------------------------------------------

LESS THAN H.S.	5%
H.S. OR GED	35%
COLLEGE BUT NO DEGREE	60%

Some employers required training or certification from community college courses, high school shop classes and/or John Deere training program.

EMPLOYER SUPPLY & DEMAND ASSESSMENT

DIFFICULTY FINDING QUALIFIED INEXPERIENCED APPLICANTS	DIFFICULTY FINDING QUALIFIED <u>EXPERIENCED</u> APPLICANTS
------------------------------------------------------------------	------------------------------------------------------------

Little difficulty
Very difficult

Given the experience requirements, the small size of the occupation, the declining job growth and the above assessment of supply by the employers, job seekers without experience in this occupation will have difficulty finding employment in this occupation. Job seekers with experience will have much better opportunities. Some seasonal work may be available in the future.

EXPERIENCE

DIRECT EXPERIENCE REQUIREMENTS FOR THIS OCCUPATION	EMPLOYEES HIRED AT THIS LEVEL OF EXPERIENCE (LAST 12 MONTHS):
----------------------------------------------------	---------------------------------------------------------------

NOT REQUIRED	20%
6 MONTHS	50%
12 MONTHS	25%
36 MONTHS	5%

Most employers at least sometimes require work related experience. The experience required varied depending on the employers needs such as tractor, pumps, or other farm/ranch equipment.

Most employers sometimes substitute training for experience.

PROJECTIONS & TURNOVER

1992 SIZE:	250, small
7 YEAR GROWTH	-10
7 YEAR GROWTH RATE	-4%, slow decline

TURNOVER	12% annually
-----------------	--------------

TURNOVER: Turnover provided the main source of jobs; accounting for over three-quarters of all hiring during the previous year.

GROWTH: Employers reported no growth in the previous year. Most employers indicated that the job market for this occupation would remain stable for the next three years, although some projected growth.

COMPENSATION

<u>WAGES</u>	<u>LOW</u>	<u>HIGH</u>	<u>MEDIAN</u>
New, no experience	\$6.00	\$9.00	\$7.00
New, experienced	\$8.00	\$17.50	\$10.00
3 years with firm	\$11.00	\$30.00	\$13.00

<u>BENEFITS</u>	<u>% FULL-TIME EMPLOYEES</u>	<u>% PART-TIME EMPLOYEES</u>
PAID VACATION	90	None Reported.
PAID SICK LEAVE	50	
RETIREMENT PLANS	80	
MEDICAL INSURANCE	100	
DENTAL INSURANCE	60	
VISION INSURANCE	40	
LIFE INSURANCE	60	
CHILD CARE	0	

Some employers provide additional benefits for full-time employees such as uniform allowance, and some only pay a portion of the medical insurance. Other benefits for part-time employees are profit sharing and incentive plans.

GENERAL INFORMATION

✱ **SKILLS** vary depending on the specialization but can include: **technical skills** such as the ability to operate electronic automotive diagnostic equipment, electric testing equipment, repair gas engines, read blue prints, use hand tools, weld, do shop math, and implement safe work practices; **personal skills** such as possession of mechanical aptitude, ability to provide own hand tools, work under close supervision and work independently; **physical ability** including the ability to lift at least 75lbs. repeatedly and **basic skills** such as writing, basic math, and verbal communication.

✱ **EMERGING TECHNOLOGY AND SKILLS** includes ability to work with hydraulic machinery, custom machines, computers, computer diagnostics and pumps.

✱ **PROMOTIONAL OPPORTUNITIES** available for most employees include, supervisor, foreman, management, field service tech, and sales.

✱ **OTHER RELEVANT INFORMATION** The survey also indicates that the occupation is a **non-traditional occupation for women** with less than 5% being female; that **unionized employees** are less than 5%; and **other job titles** include service technicians and line mechanics.

HOURS & SHIFTS

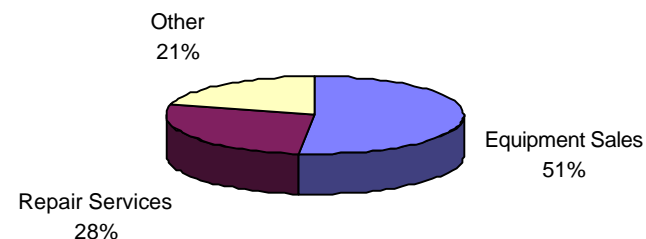
Most employment opportunities in this occupation are full-time (40hr/wk).

RECRUITMENT

<u>METHOD</u>	<u>% OF ALL POSITIONS FILLED LAST 12 MOS</u>
NEWSPAPER ADVERTISEMENTS	85
CURRENT EMPLOYEE REFERRALS	85
PRIVATE VOCATIONAL SCHOOLS:	0
IN-HOUSE PROMOTION OR TRANSFER	0
PRIVATE EMPLOYMENT AGENCIES	0
PUBLIC SCHOOLS AND TRAINING PROGRAMS	0
UNSOLICITED WALKINS:	0
EDD:	0

EMPLOYING INDUSTRIES

Farm Equipment Mechanic Employment



D.O.T. Code:, 624.281-xxx, 624.361-014, 624.381-xxx, 624.684-010, 629.281-018
11 firms, representing 113 employees responded to the survey.

GENERAL OFFICE CLERKS

OES Number 553470

General Office Clerks perform a wide variety of tasks. Clerical duties may be assigned in accordance with the office procedures of individual establishments and may include a combination of bookkeeping, typing stenography, office machine operation and filing. This occupation does not include worker whose duties are narrowly defined.

EDUCATION & TRAINING

EDUCATIONAL LEVEL OF EMPLOYEES HIRED DURING THE LAST 12 MONTHS	PERCENTAGE OF EMPLOYEES AT THIS EDUCATION LEVEL
---------------------------------------------------------------------------	------------------------------------------------------------

H.S. OR GED	70%
COLLEGE BUT NO DEGREE	30%

Some employers require applicants to have a typing speed certification for between 40 and 50 words per minute.

EMPLOYER SUPPLY & DEMAND ASSESSMENT

DIFFICULTY FINDING QUALIFIED INEXPERIENCED APPLICANTS	No difficulty
DIFFICULTY FINDING QUALIFIED EXPERIENCED APPLICANTS	No difficulty

Given the experience requirements and the above assessment of supply by the employers, job seekers without experience in this occupation will have great difficulty finding employment. Job seekers with experience will also have difficulty. There is strong indication of a large oversupply of people qualified to do this job.

EXPERIENCE

DIRECT EXPERIENCE REQUIREMENTS FOR THIS OCCUPATION	EMPLOYEES HIRED AT THIS LEVEL OF EXPERIENCE (LAST 12 MONTHS):
3 MONTHS	10%
12 MONTHS	65%
24 MONTHS	20%
36 MONTHS	5%

Employers always require related work experience for this occupation. Most employees hired over the last 12 months have had clerical experience or secretarial experience. Some employers will require less experience from people in more responsible previous positions.

PROJECTIONS & TURNOVER

1992 SIZE:	7930, very large
7 YEAR GROWTH	740
7 YEAR GROWTH RATE	9.3%, average growth
TURNOVER	7% annually

TURNOVER: Employer hiring to fill opening from turnover accounted for almost one-third of all hiring during the last 12 months.

GROWTH: Employers reported a growth rate of 5% annually. Most employers indicated that the occupation would remain stable for the next three years but some projected growth.

COMPENSATION

WAGES

	<u>LOW</u>	<u>HIGH</u>	<u>MEDIAN</u>
New, no experience	\$6.60	\$10.15	\$7.65
New, experienced	\$6.90	\$15.90	\$8.40
3 years with firm	\$7.25	\$16.90	\$8.95

Union employment predominates in this occupation. Non-union wages fall in the middle of the above wage range.

<u>BENEFITS</u>	<u>FULL-TIME EMPLOYEES</u>	<u>% PART-TIME EMPLOYEES</u>
PAID VACATION	80	30
PAID SICK LEAVE	85	30
RETIREMENT PLANS	70	30
MEDICAL INSURANCE	95	15
DENTAL INSURANCE	95	20
VISION INSURANCE	95	20
LIFE INSURANCE	85	15
CHILD CARE	0	0

GENERAL INFORMATION

✳️ **SKILLS** that are generally required include: **technical skills** such as those in the job description above; **physical skills** such as ability to sit continuously for over 2 hours; **personal skills** such as organization & time management, attention to detail, problem solving skills, and willingness to work overtime, ability to work independently, under pressure and as part of a team; and **basic skills** such as writing, grammar, spelling, verbal communication, basic math using a calculator, ability to follow instruction, and perform routine, repetitive work.

✳️ **EMERGING TECHNOLOGY AND SKILLS** sought by most employers includes computer spreadsheets and desktop publishing software. Many employers are also seeking skills with word processing and data base software.

✳️ **PROMOTIONAL OPPORTUNITIES** available for most employees include, higher steps as an office clerk and/or secretary, and office manager.

✳️ **OTHER RELEVANT INFORMATION** The survey also indicates that the occupation is a **traditional occupation for women** with 100% being female; that **unionized employees** are at 93%; and **other job titles** include office assistants, administrative clerks, receptionists, secretaries, clerk-typists, clerical assistants, and specialty clerk titles.

HOURS & SHIFTS

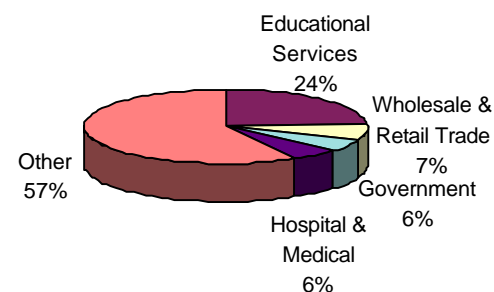
Most employment opportunities in this occupation are full-time (36-40hr/wk). There some part-time opportunities (20-30hr/wk) in the county).

RECRUITMENT

<u>METHOD</u>	<u>% OF ALL POSITIONS FILLED LAST 12 MOS</u>
NEWSPAPER ADVERTISEMENTS	100
CURRENT EMPLOYEE REFERRALS	10
PRIVATE VOCATIONAL SCHOOLS:	0
IN-HOUSE PROMOTION OR TRANSFER	90
PRIVATE EMPLOYMENT AGENCIES	0
PUBLIC SCHOOLS AND TRAINING PROGRAMS	35
UNSOLICITED WALK-INS:	30
EDD:	75
UNION HALL REFERRALS	20

EMPLOYING INDUSTRIES

General Office Clerks Employment



D.O.T. Code: 209.362-030, 209.562-010, 219.362-xxx, 243.362-014, 245.362-014, 245.367-xxx, 249.367-xxx, 375.362-010, 579.137-030
15 firms, representing 446 employees responded to the survey.

GUARDS AND WATCH GUARDS (SECURITY OFFICERS)

OES Number 630470

Guards and Watch Guards stand guard at entrance gates or work about premises of business or industrial establishments or private residences to prevent theft, violence, or infractions of rules; they guard property against fire, theft, vandalism, and illegal entry; they direct patrons or employees and answer questions relative to services of establishments. The control traffic to and from buildings and grounds.

EDUCATION & TRAINING

EDUCATIONAL LEVEL OF EMPLOYEES HIRED DURING THE LAST 12 MONTHS	PERCENTAGE OF EMPLOYEES AT THIS EDUCATION LEVEL
---------------------------------------------------------------------------	------------------------------------------------------------

H.S. OR GED

100%

The state requires registration of guards. If firearms are required for the job a weapons permit is also required. The licensing authority is Bureau of Collection and Investigative Services in Sacramento. For information on registration, applications and fees call (916) 445-3755.

One month is the amount of training estimated by most employers to obtain a Guard Card. Some employers estimated up to a year of training to obtain powers to arrest and detain.

EMPLOYER SUPPLY & DEMAND ASSESSMENT

DIFFICULTY FINDING QUALIFIED INEXPERIENCED APPLICANTS	Little difficulty
DIFFICULTY FINDING QUALIFIED <u>EXPERIENCED</u> APPLICANTS	Some difficulty

Although there are opportunities for the inexperienced, this information implies an over supply of qualified job seekers. Therefore, inexperienced job seekers will still have some difficulty finding employment. Experienced job seekers have less competition for employment.

EXPERIENCE

DIRECT EXPERIENCE REQUIREMENTS FOR THIS OCCUPATION	EMPLOYEES HIRED AT THIS LEVEL OF EXPERIENCE (LAST 12 MONTHS):
---------------------------------------------------------------	--------------------------------------------------------------------------

NOT REQUIRED

60%

6 MONTHS

25%

12 MONTHS

15%

Although most employers usually require job related work experience the majority of hiring over the last 12 months did not require experience. Some employers will hire people with longer experience (36 months) in other areas such as field supervisor.

PROJECTIONS & TURNOVER

1992 SIZE:	1330, large
7 YEAR GROWTH	190
7 YEAR GROWTH RATE	14.3%, faster than average growth
TURNOVER	43% annually

TURNOVER: Employer hiring to fill opening from turnover accounted for over half of all hiring during the last 12 months.

GROWTH: Employers reported a growth rate of 16% annually. Most employers project continued growth in the occupation for the next three years.

COMPENSATION

	<u>Low</u>	<u>High</u>	<u>MEDIAN</u>
<u>WAGES</u>	<u>NON/UNION</u>	<u>NON/UNION</u>	<u>NON/UNION</u>
New, no experience	\$4.50/6.00	\$6.75/8.35	\$5.00/7.00
New, experienced	\$4.50/6.25	\$6.75/8.60	\$5.00/7.00
3 years with firm	\$5.50/7.25	\$12.50/10.0	\$6.75/8.60

Wages are presented side by side for non-union employers and union employers.

<u>BENEFITS</u>	<u>% FULL-TIME</u> <u>EMPLOYEES</u>	<u>% PART-TIME</u> <u>EMPLOYEES</u>
PAID VACATION	35	10
PAID SICK LEAVE	10	10
RETIREMENT PLANS	10	0
MEDICAL INSURANCE	55	10
DENTAL INSURANCE	20	10
VISION INSURANCE	20	10
LIFE INSURANCE	35	10
CHILD CARE	0	0

Some employers also offer additional benefits to full-time employees such as bonuses and uniform allowances. Some employers also provide pro-rated benefits to part-time employees.

GENERAL INFORMATION

✳️ **SKILLS** that are generally required include: **technical skills** such as ability to follow security procedures including record keeping and the ability to operate video surveillance equipment; **physical skills** such as ability to lift 50 lbs; **personal skills** such as organization & time management, attention to detail, problem solving skills, and willingness to work overtime, ability to handle crisis, work independently, under pressure, and as part of a team; and **basic skills** such as writing, grammar, spelling, verbal communication, ability to follow instruction, and perform routine, repetitive work.

✳️ **EMERGING TECHNOLOGY AND SKILLS** includes computer skills with spreadsheets, word processing and desktop publishing software; baton and tear gas skills, and public relations skills.

✳️ **PROMOTIONAL OPPORTUNITIES** available for most employees include, supervisor, account manager, patrol, sergeant, lieutenant, and custodian.

✳️ **OTHER RELEVANT INFORMATION** The survey also indicates that the occupation is a **non-traditional occupation for women** with 9% being female; that **unionized employees** are at 27% and almost 81% of hiring in the last 12 months was with non-union employers; **other job titles** include security officers, security guards, standing security, drivers & custodians and **other employment requirements** include being bondable, having a clean police record and having a reliable vehicle.

HOURS & SHIFTS

Most employment opportunities in this occupation are full-time (40-50hr/wk). However, there are also some part-time opportunities (16-32hr/wk).

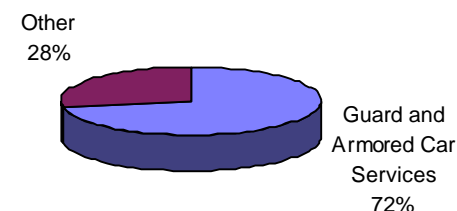
RECRUITMENT

<u>METHOD</u>	<u>% OF ALL POSITIONS FILLED LAST 12 MOS</u>
NEWSPAPER ADVERTISEMENTS	100
CURRENT EMPLOYEE REFERRALS	25
PRIVATE VOCATIONAL SCHOOLS:	45
IN-HOUSE PROMOTION OR TRANSFER	20
PRIVATE EMPLOYMENT AGENCIES	0
PUBLIC SCHOOLS AND TRAINING PROGRAMS	0
UNSOLICITED WALKINS:	10
EDD:	20

Some employers also reported using public training programs like the Private Industry Council and Proteus.

EMPLOYING INDUSTRIES

Guards and Watch Guards Employment



D.O.T. Code: 201.362-014

15 firms, representing 93 employees responded to the survey.

HOME HEALTH CARE WORKERS

OES Number 660110

Home Health Care Workers care for elderly, convalescent or handicapped persons in the homes of their patients. They perform duties for patients such as changing bed linen, preparing meals, assisting in and out of bed, bathing, dressing, grooming and assisting with medication that are self-administered. Please include Certified Home Health Aides, Certified Nursing Assistants caring for patients in their homes and uncertified Home Health Care Workers.

EDUCATION & TRAINING

EDUCATIONAL LEVEL OF EMPLOYEES HIRED DURING THE LAST 12 MONTHS	PERCENTAGE OF EMPLOYEES AT THIS EDUCATION LEVEL
---------------------------------------------------------------------------	------------------------------------------------------------

H.S. OR GED

100%

This occupation requires Home Health Aide (HHA) or Certified Nursing Assistant (CNA) certification. The state requires 65 hours of supervised clinical training and 55 hours of classroom training for the HHA certificate, and 100 hours of supervised clinical training and 50 hours of classroom training for the CNA certificate. CNAs must also take a federal exam. The licensing authority for this occupation is the Department of Health Services Nurse Assistant Certification Section in Sacramento. For information about certification contact at (916) 327-2445.

EXPERIENCE

DIRECT EXPERIENCE REQUIREMENTS FOR THIS OCCUPATION	EMPLOYEES HIRED AT THIS LEVEL OF EXPERIENCE (LAST 12 MONTHS):
---------------------------------------------------------------	--------------------------------------------------------------------------

6 MONTHS

30%

12 MONTHS

30%

Most employers require specifically HHA or CNA work experience for this occupation (see percentages above). The remaining 40% of recent hires were hired by employers accepting other patient or clinical experience. These employers require up to 9 months of experience.

EMPLOYER SUPPLY & DEMAND ASSESSMENT

DIFFICULTY FINDING QUALIFIED INEXPERIENCED APPLICANTS	No difficulty
DIFFICULTY FINDING QUALIFIED <u>EXPERIENCED</u> APPLICANTS	Little difficulty

Given the experience requirements and the above assessment of supply by employers, there appears to be a significant over supply of qualified job applicants in this occupation. Therefore job seekers with and without experience will find a competitive job market.

PROJECTIONS & TURNOVER

1992 SIZE:	140, small
7 YEAR GROWTH	60
7 YEAR GROWTH RATE	42.9%, much faster than average growth

TURNOVER	7% annually
-----------------	-------------

TURNOVER: Employer hiring to fill opening from turnover accounted for over half of all hiring during the last 12 months.

GROWTH: Employers reported a growth rate of 10% annually. Most employers indicated that they would grow over the next three years but the employers with the largest workforce projected stability. The trend toward early release from hospitals was described as one of the reasons for expected continued growth.

COMPENSATION

WAGES

	<u>LOW</u>	<u>HIGH</u>	<u>MEDIAN</u>
New, no experience	\$7.00	\$8.25	\$7.90
New, experienced	\$6.75	\$16.00	\$8.00
3 years with firm	\$6.75	\$16.00	\$10.00

Many employers pay per visit or per hour. This information was converted to an estimated hourly pay and may leave wide room for error.

<u>BENEFITS</u>	<u>% FULL-TIME EMPLOYEES</u>	<u>% PART-TIME EMPLOYEES</u>
PAID VACATION	65	15
PAID SICK LEAVE	65	15
RETIREMENT PLANS	50	15
MEDICAL INSURANCE	90	15
DENTAL INSURANCE	65	15
VISION INSURANCE	40	15
LIFE INSURANCE	65	15
CHILD CARE	15	15

Some employers also offer educational benefits to both full-time and part-time employers.

GENERAL INFORMATION

✳️ **SKILLS** that are generally required include: **technical skills** in areas such as CPR and first aide; **physical skills** such as ability do strenuous work and lift 50 lbs; **personal skills** such as organization & time management, attention to detail, problem solving skills, and willingness to work overtime, ability to work independently, under pressure and as part of a team; and **basic skills** such as writing, grammar, spelling, and verbal communication.

✳️ **EMERGING TECHNOLOGY AND SKILLS** sought by some employers include use of computers including laptops for reports, etc..

✳️ **PROMOTIONAL OPPORTUNITIES** available for some employees but most require additional education such as Licensed Vocational Nurse.

✳️ **OTHER RELEVANT INFORMATION** The survey also indicates that the occupation is a **traditional occupation for women** with 86% being female; that **unionized employees** are at 0%; and **other job titles** include home health aides.

HOURS & SHIFTS

Most employment opportunities in this occupation are full-time (40hr/wk) although there are also many part-time opportunities (20-30 hr/wk).

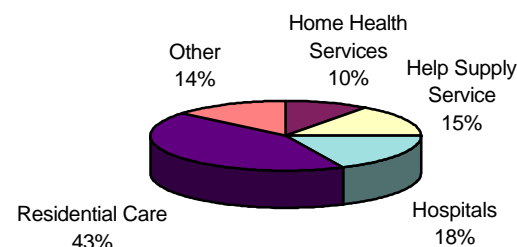
RECRUITMENT

<u>METHOD</u>	<u>% OF ALL POSITIONS FILLED LAST 12 MOS</u>
NEWSPAPER ADVERTISEMENTS	60
CURRENT EMPLOYEE REFERRALS	55
PRIVATE VOCATIONAL SCHOOLS:	0
IN-HOUSE PROMOTION OR TRANSFER	5
PRIVATE EMPLOYMENT AGENCIES	0
PUBLIC SCHOOLS AND TRAINING PROGRAMS	10
UNSOLICITED WALKINS:	55
EDD:	0

Employers reported also using public presentations to recruit.

EMPLOYING INDUSTRIES

Home Health Care Workers Employment



D.O.T. Code: 201.362-014

15 firms, representing 93 employees responded to the survey.

INSURANCE ADJUSTERS, EXAMINERS AND INVESTIGATORS

OES Number 533020

Insurance Adjusters, Examiners, and Investigators investigate, analyze, and determine the validity of the amount of the insurance company's liability concerning personal, casualty, or property loss or damages, and effect a settlement with claimants. They correspond with or interview medical specialists, agents, witnesses, or claimants to compile information, calculate benefit payments, and approve payments of claims within a certain monetary limit. Please do not include Insurance Sales Agents, Insurance Policy Process Clerks, and Claims Clerks.

EDUCATION & TRAINING

EDUCATIONAL LEVEL OF EMPLOYEES HIRED DURING THE LAST 12 MONTHS	PERCENTAGE OF EMPLOYEES AT THIS EDUCATION LEVEL
---------------------------------------------------------------------------	------------------------------------------------------------

COLLEGE BUT NO DEGREE	25%
ASSOCIATE DEGREE	25%
BACHELOR DEGREE	50%

Some employers also require workers compensation training and certification. The time estimated for the training is 24 months.

EMPLOYER SUPPLY & DEMAND ASSESSMENT

DIFFICULTY FINDING QUALIFIED INEXPERIENCED APPLICANTS	Little difficulty
DIFFICULTY FINDING QUALIFIED <u>EXPERIENCED</u> APPLICANTS	Some difficulty

The above assessment of supply and the high level of education by recent hires implies an over supply of inexperienced applicants and a competitive job market. The experienced have a somewhat better job market with less competition.

EXPERIENCE

DIRECT EXPERIENCE REQUIREMENTS FOR THIS OCCUPATION	EMPLOYEES HIRED AT THIS LEVEL OF EXPERIENCE (LAST 12 MONTHS):
---------------------------------------------------------------	--------------------------------------------------------------------------

NOT REQUIRED	20%
12 MONTHS	15%
24 MONTHS	50%
10 YEARS	15%

Fifty percent of the employers in this occupation usually or always require related work experience. The remaining fifty percent never or only sometimes require related work experience. Although most employers will sometimes substitute training for experience, most employees hired over the last 12 months have had closely related experience. Some employers require different amounts of experience depending on the specific previous job. Worker compensation experience is highly valued by some employers.

PROJECTIONS & TURNOVER

1992 SIZE:	360, small
7 YEAR GROWTH	80
7 YEAR GROWTH RATE	22.2%, much faster than average growth

TURNOVER	7% annually
-----------------	-------------

TURNOVER: Employer hiring to fill opening from turnover accounted for a little less than half of all hiring during the last 12 months.

GROWTH: Employers reported a growth rate of 4% annually. Employers were evenly split between those projecting stability and those projecting growth.

COMPENSATION

<u>WAGES</u>	<u>LOW</u>	<u>HIGH</u>	<u>MEDIAN</u>
New, no experience	\$7.50	\$13.05	\$10.95
New, experienced	\$9.80	\$18.15	\$11.25
3 years with firm	\$11.50	\$21.20	\$14.10

<u>BENEFITS</u>	<u>% FULL-TIME EMPLOYEES</u>	<u>% PART-TIME EMPLOYEES</u>
PAID VACATION	100	15
PAID SICK LEAVE	100	15
RETIREMENT PLANS	90	0
MEDICAL INSURANCE	100	15
DENTAL INSURANCE	100	15
VISION INSURANCE	90	0
LIFE INSURANCE	90	0
CHILD CARE	0	0

Some employers offer education benefits.

GENERAL INFORMATION

✳️ **SKILLS** that are generally required include: **technical skills** such as record keeping skills; **physical skills** such as ability to sit continuously for over 2 hours; **personal skills** such as organization & time management, attention to detail, problem solving skills, and willingness to work overtime, ability to work independently, under pressure and as part of a team; and **basic skills** such as writing, grammar, spelling, verbal communication, basic math using a calculator, ability to follow instruction, and perform routine, repetitive work.

✳️ **EMERGING TECHNOLOGY AND SKILLS** sought by most employers include use of computers and familiarity with spreadsheets, word processing, databases, windows and electronic claims adjudication. Some employers sought knowledge of legal terminology, labor law, construction and workers compensation.

✳️ **PROMOTIONAL OPPORTUNITIES** available for most employees include, higher steps as a claims adjuster, general adjuster, claims supervisor, para tech, management, sales, and claims representative.

✳️ **OTHER RELEVANT INFORMATION** The survey also indicates that the occupation is a not a **non-traditional occupation for women** with 48% being female; that **unionized employees** are at 0%; and **other job titles** include insurance adjusters, claims adjusters, claims specialists, claims representatives, and claims examiners.

HOURS & SHIFTS

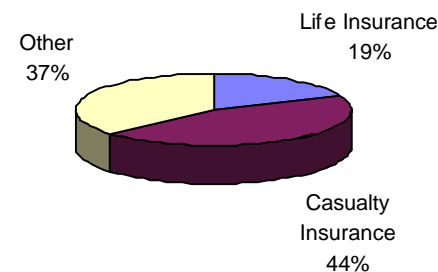
Most employment opportunities in this occupation are full-time (37-40 hr/wk). There are very limited opportunities for part-time (24-25 hr/wk) employment.

RECRUITMENT

<u>METHOD</u>	<u>% OF ALL POSITIONS FILLED LAST 12 MOS</u>
NEWSPAPER ADVERTISEMENTS	65
CURRENT EMPLOYEE REFERRALS	80
PRIVATE VOCATIONAL SCHOOLS:	0
IN-HOUSE PROMOTION OR TRANSFER	65
PRIVATE EMPLOYMENT AGENCIES	15
PUBLIC SCHOOLS AND TRAINING PROGRAMS	0
UNSOLICITED WALKINS:	35
EDD:	0
CAREER FAIRS:	20

EMPLOYING INDUSTRIES

Insurance Adjusters
Employment



D.O.T. Code: 241.217-010, 241.267-018, 241.267-030
8 firms, representing 145 employees responded to the survey.

INSURANCE CLAIMS CLERKS

OES Number 533110

Insurance Claims Clerks obtain claims information from insured or designated persons to settle claims with their insurance carrier.

EDUCATION & TRAINING

EDUCATIONAL LEVEL OF EMPLOYEES HIRED DURING THE LAST 12 MONTHS	PERCENTAGE OF EMPLOYEES AT THIS EDUCATION LEVEL
-------------------------------------------------------------------	----------------------------------------------------

H.S. OR GED	60%
COLLEGE BUT NO DEGREE	30%
BACHELOR'S DEGREE	10%

No other training requirements were reported.

EMPLOYER SUPPLY & DEMAND ASSESSMENT

DIFFICULTY FINDING QUALIFIED INEXPERIENCED APPLICANTS	Little difficulty
DIFFICULTY FINDING QUALIFIED EXPERIENCED APPLICANTS	Little difficulty

Given the experience requirements and the above assessment of supply by employers, there appears to be a significant over supply of qualified job applicants in this occupation. Therefore, job seekers with and without experience will find a competitive job market.

EXPERIENCE

DIRECT EXPERIENCE REQUIREMENTS FOR THIS OCCUPATION	EMPLOYEES HIRED AT THIS LEVEL OF EXPERIENCE (LAST 12 MONTHS):
-------------------------------------------------------	------------------------------------------------------------------

3 MONTHS	5%
6 MONTHS	15%
12 MONTHS	35%
24 MONTHS OR MORE	35%
NOT SPECIFIED	10%

Two-thirds of employers hiring in the last 12 months usually or always required related work experience. The other third sometimes requires work related experience. Most employers will at least sometimes substitute training for experience but some employers will never substitute training for experience.

PROJECTIONS & TURNOVER

1992 SIZE:	260, small
7 YEAR GROWTH	20
7 YEAR GROWTH RATE	7.7%, slower than average growth

TURNOVER	5% annually
-----------------	-------------

TURNOVER: Employer hiring to fill opening from turnover accounted for about one-quarter of all hiring during the last 12 months.

GROWTH: Employers reported a growth rate of 10% annually. However, most employers indicated that they would remain stable or decline over the next three years. One-third of the employers, on the other hand, projected growth. Those that projected a decline in occupational employment cited computerization and changes in regulations.

COMPENSATION

<u>WAGES</u>	<u>LOW</u>	<u>HIGH</u>	<u>MEDIAN</u>
New, no experience	\$5.45	\$12.00	\$8.95
New, experienced	\$5.60	\$14.40	\$8.95
3 years with firm	\$8.35	\$16.80	\$12.00

<u>BENEFITS</u>	<u>% FULL-TIME EMPLOYEES</u>	<u>% PART-TIME EMPLOYEES</u>
PAID VACATION	100	5
PAID SICK LEAVE	100	5
RETIREMENT PLANS	80	0
MEDICAL INSURANCE	100	5
DENTAL INSURANCE	85	5
VISION INSURANCE	45	0
LIFE INSURANCE	85	0
CHILD CARE	5	0

GENERAL INFORMATION

✱ **SKILLS** that are generally required include: **technical skills** such as computer skills particularly in working with spreadsheets and databases; **physical skills** such as ability to sit continuously for over 2 hours; **personal skills** such as organization & time management, attention to detail, problem solving skills, and willingness to work overtime, ability to work independently, under pressure and as part of a team; and **basic skills** such as writing, grammar, spelling, verbal communication, basic math, and perform routine, repetitive work.

✱ **EMERGING TECHNOLOGY AND SKILLS** sought by some employers include increased use of computers and networked systems, specialized software, and electronic data transmission. Increased telephone work was also mentioned. Some employers identified obsolete skills such as manual bookkeeping, typewriters, and hand written statements.

✱ **PROMOTIONAL OPPORTUNITIES** available for most employees include claims adjuster, other clerical positions, customer service representative, claims examiner, supervisor, and other business office opportunities.

✱ **OTHER RELEVANT INFORMATION** The survey also indicates that the occupation is a **traditional occupation for women** with 88% being female; that **unionized employees** are at 0%; and **other job titles** include claims clerks, claims expeditors, claims clerical, billing clerks, account representatives, claims representatives, claims assistants, data entry clerks, insurance adjusters, and claims examiner assistants.

HOURS & SHIFTS

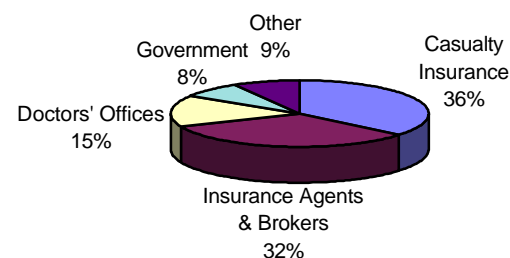
Most employment opportunities in this occupation are full-time (37-40 hr/wk). There are a very limited number of part-time opportunities (20-35 hr/wk) in the county.

RECRUITMENT

<u>METHOD</u>	<u>% OF ALL POSITIONS FILLED LAST</u> <u>MOS</u>
NEWSPAPER ADVERTISEMENTS	45
CURRENT EMPLOYEE REFERRALS	85
PRIVATE VOCATIONAL SCHOOLS:	15
IN-HOUSE PROMOTION OR TRANSFER	40
PRIVATE EMPLOYMENT AGENCIES	10
PUBLIC SCHOOLS AND TRAINING PROGRAMS	15
UNSOLICITED WALKINS:	50
EDD:	0

EMPLOYING INDUSTRIES

Insurance Claims Clerks



D.O.T. Code: 201.362-014

15 firms, representing 93 employees responded to the survey.

JANITORS AND CLEANERS- EXCEPT MAIDS AND HOUSEKEEPING CLEANERS

OES Number 670050

Janitors and Cleaners, except Maids and Housekeeping Cleaners, keep buildings in clean and orderly condition. They perform heavy cleaning duties, such as operating motor-driven cleaning equipment, mopping floors, washing walls and glass, and removing rubbish. They may have additional duties and responsibilities, such as tending furnace and boiler, performing routine maintenance activities, notifying management of need for repairs and additions, and cleaning snow or debris from sidewalks. Please do not include Maids and Housekeepers.

EDUCATION & TRAINING

EDUCATIONAL LEVEL OF EMPLOYEES HIRED DURING THE LAST 12 MONTHS	PERCENTAGE OF EMPLOYEES AT THIS EDUCATION LEVEL
---------------------------------------------------------------------------	------------------------------------------------------------

LESS THAN H.S.	50%
H.S. OR GED	50%

Some employers also require applicants to pass a test which they estimate takes about 1 month to prepare for or they sometimes require vocational training.

EMPLOYER SUPPLY & DEMAND ASSESSMENT

DIFFICULTY FINDING QUALIFIED INEXPERIENCED APPLICANTS	No difficulty
DIFFICULTY FINDING QUALIFIED EXPERIENCED APPLICANTS	Little difficulty

Given that most employers are now requiring experience and given the above assessment of supply by employers, there appears to be a significant over supply of qualified inexperienced job applicants in this occupation and an oversupply of experienced applicants. Therefore job seekers with and without experience will find a competitive job market.

EXPERIENCE

DIRECT EXPERIENCE REQUIREMENTS FOR THIS OCCUPATION	EMPLOYEES HIRED AT THIS LEVEL OF EXPERIENCE (LAST 12 MONTHS):
---------------------------------------------------------------	--------------------------------------------------------------------------

NOT REQUIRED	45%
3-4 MONTHS	20%
6 MONTHS	15%
12 MONTHS	20%

Most employers in this occupation usually or always require related work experience. Some large employers never require experience. Most employers will sometimes substitute training for experience. Some employers require different amounts of experience depending on the specific previous job. For example employers might require 6 months experience as a lead custodian and 12 months as a custodian. Experience with floors was specifically mentioned as relevant experience.

PROJECTIONS & TURNOVER

1992 SIZE:	3730, very large
7 YEAR GROWTH	310
7 YEAR GROWTH RATE	8.3%, slower than average growth
TURNOVER	29% annually

TURNOVER: Employer hiring to fill opening from turnover accounted for over two-thirds of all hiring during the last 12 months.

GROWTH: Employers reported a growth rate of 4% annually. Most employers indicated that they would remain stable over the next three years but some employers with the largest workforce projected growth.

COMPENSATION

	<u>LOW</u>	<u>HIGH</u>	<u>MEDIAN</u>
<u>WAGES</u>	<u>NON/UNION</u>	<u>NON/UNION</u>	<u>NON/UNION</u>
New, no experience	\$4.35/6.30	\$5.00/10.65	\$4.65/7.95
New, experienced	\$4.50/6.30	\$5.00/10.65	\$5.00/8.60
3 years with firm	\$5.25/7.65	\$10.00/11.65	\$9.25/9.50

<u>BENEFITS</u>	<u>% FULL-TIME EMPLOYEES</u>	<u>% PART-TIME EMPLOYEES</u>
PAID VACATION	90	40
PAID SICK LEAVE	90	40
RETIREMENT PLANS	85	40
MEDICAL INSURANCE	90	15
DENTAL INSURANCE	85	15
VISION INSURANCE	75	15
LIFE INSURANCE	70	15
CHILD CARE	0	0

Some employers have a bonus program based on merit.

GENERAL INFORMATION

✱ **SKILLS** that are generally required include: **technical skills** such as knowledge of cleaning compounds and solutions, window washing and floor polishing; **physical skills** such as ability to stand continuously for over 2 hours and do physically demanding work including lifting at least 50 lbs.; **personal skills** such as organization & time management, attention to detail, problem solving skills, and willingness to work overtime, ability to work independently, under pressure and as part of a team, and flexibility about work schedule such as working nights, on-call, etc.; **basic skills** such as verbal communication, basic math, ability to read, follow instruction, and perform routine, repetitive work and **other requirements** including being bondable and possession of a valid drivers license.

✱ **EMERGING TECHNOLOGY AND SKILLS** sought by some employers include use of computers including familiarity with word processing and spreadsheets, etc..

✱ **PROMOTIONAL OPPORTUNITIES** available for most employees include supervisor, foreman, grocery clerk, groundskeeper, and higher level of janitor or custodian.

✱ **OTHER RELEVANT INFORMATION** The survey also indicates that the occupation is a **non-traditional occupation for women** with only 18% being female; that **unionized employees** are at 46% and almost 75% of hiring in the last 12 months was with non-union employers; and **other job titles** include custodians, unity clerks, and floor service technicians.

HOURS & SHIFTS

Most employment opportunities in this occupation are full-time (40hr/wk). There are many part-time opportunities (15-32 hr/wk) in the county.

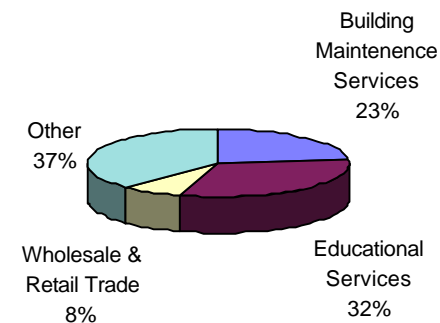
RECRUITMENT

<u>METHOD</u>	<u>% OF ALL POSITIONS FILLED LAST 12 MOS</u>
NEWSPAPER ADVERTISEMENTS	85
CURRENT EMPLOYEE REFERRALS	80
PRIVATE VOCATIONAL SCHOOLS:	15
IN-HOUSE PROMOTION OR TRANSFER	85
PRIVATE EMPLOYMENT AGENCIES	0
PUBLIC SCHOOLS AND TRAINING PROGRAMS	25
UNSOLICITED WALKINS:	80
EDD:	55

Employers also reported also using churches, job posting, recruitment programs, and specific public training programs to recruit.

EMPLOYING INDUSTRIES

Janitors & Cleaners Employment



D.O.T. Code: 201.362-014

16 firms, representing 640 employees responded to the survey.

LICENSED VOCATIONAL NURSES

OES Number 325050

Licensed Vocational nurses care for ill, injured, convalescent and handicapped persons in hospitals, clinics, private homes, sanitariums and similar institutions.

EDUCATION & TRAINING

EDUCATIONAL LEVEL OF EMPLOYEES HIRED DURING THE LAST 12 MONTHS	PERCENTAGE OF EMPLOYEES AT THIS EDUCATION LEVEL
COLLEGE BUT NO DEGREE	85%
ASSOCIATE OR BACHELOR DEGREE	15%

This occupation requires licensing by the state. The state requires high school graduation or equivalent and graduation from a California accredited School of Vocational Nursing. LVNs must also take a National Licensure Exam. The licensing authority for this occupation is the Board of Vocational Nurse and Psychiatric Technician Examiners in Sacramento. For information about certification contact at (916) 263-7800.

EMPLOYER SUPPLY & DEMAND ASSESSMENT

DIFFICULTY FINDING QUALIFIED INEXPERIENCED APPLICANTS	Little difficulty
DIFFICULTY FINDING QUALIFIED EXPERIENCED APPLICANTS	Some difficulty

Given the experience requirements and the above assessment of supply by employers, there appears to be an over supply of qualified but inexperienced job applicants in this occupation. Even job seekers without experience will find a competitive job market. Opportunities are likely to be best at skilled nursing facilities.

EXPERIENCE

DIRECT EXPERIENCE REQUIREMENTS FOR THIS OCCUPATION	EMPLOYEES HIRED AT THIS LEVEL OF EXPERIENCE (LAST 12 MONTHS):
NOT REQUIRED	10%
6 MONTHS	5%
9 MONTHS	15%
12 MONTHS	30%
18 MONTHS	35%
24 MONTHS	5%

Most employers in this occupation usually or always require experience specifically as an LVN. Some employers want the experience in their health specialty such as acute care hospital or skilled nursing facility. Some employers accept experience as a Certified Nursing Assistant but require 24 months experience in that occupation. Most employers will never substitute training for experience, but some occasionally will.

PROJECTIONS & TURNOVER

1992 SIZE:	1180, large
7 YEAR GROWTH	-110
7 YEAR GROWTH RATE	-9.3%, slow decline
TURNOVER	16% annually

TURNOVER: Employer hiring to fill opening from turnover accounted for almost all hiring during the last 12 months.

GROWTH: Employers reported a growth rate of 1% annually. Employers with the most of the employment indicated that they would remain stable or decline over the next three years but some still project growth. The replacement of LVN by Registered Nurses was cited as a reason for decline.

COMPENSATION

WAGES

	<u>LOW</u>	<u>HIGH</u>	<u>MEDIAN</u>
New, no experience	\$9.05	\$13.00	\$10.75
New, experienced	\$9.10	\$13.95	\$11.40
3 years with firm	\$9.70	\$16.10	\$13.45

Although significant unionization exists, the wages are very comparable.

<u>BENEFITS</u>	<u>% FULL-TIME EMPLOYEES</u>	<u>% PART-TIME EMPLOYEES</u>
PAID VACATION	85	50
PAID SICK LEAVE	95	50
RETIREMENT PLANS	80	35
MEDICAL INSURANCE	95	45
DENTAL INSURANCE	85	45
VISION INSURANCE	70	35
LIFE INSURANCE	85	45
CHILD CARE	15	15

Some employers offer additional benefits such as "cafeteria" plans, and prorated benefits for part-time employees.

GENERAL INFORMATION

✳️ **SKILLS** that are generally required include: **technical skills** such as CPR and first aide, taking vital signs, good record keeping, knowledge of medical terminology, sanitation techniques, medications, medical supplies, and provision of personal care; **physical skills** such as ability to stand continuously for over 2 hours and the ability to lift 50 lbs; **personal skills** such as organization & time management, attention to detail, problem solving skills, and willingness to work a flexible work schedule (nights, on-call or overtime), ability to work independently, under pressure and in crisis, and as part of a team; and **basic skills** such as writing, grammar, spelling, verbal communication, basic math using a calculator, ability to follow instruction, and perform routine, repetitive work.

✳️ **EMERGING TECHNOLOGY AND SKILLS** sought by some employers include use of computers and IV certification.

✳️ **PROMOTIONAL OPPORTUNITIES** available for most employees is registered nurse which requires more education.

✳️ **OTHER RELEVANT INFORMATION** The survey also indicates that the occupation is a **traditional occupation for women** with 88% being female; that **unionized employees** are at 23% and almost 100% of hiring in the last 12 months was with non-union employers; and **other job titles** include different levels such as LVN I, II or III.

HOURS & SHIFTS

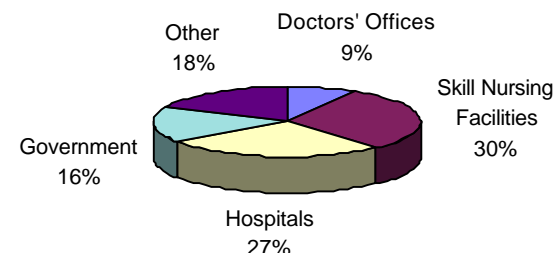
Most employment opportunities in this occupation are full-time (40hr/wk). There are some part-time opportunities (20-30 hr/wk). Very few temporary on-call opportunities (4-20 hr/wk) exist in the county.

RECRUITMENT

<u>METHOD</u>	<u>% OF ALL POSITIONS FILLED LAST 12 MOS</u>
NEWSPAPER ADVERTISEMENTS	100
CURRENT EMPLOYEE REFERRALS	70
PRIVATE VOCATIONAL SCHOOLS:	30
IN-HOUSE PROMOTION OR TRANSFER	30
PRIVATE EMPLOYMENT AGENCIES	20
PUBLIC SCHOOLS AND TRAINING PROGRAMS	55
UNSOLICITED WALKINS:	5
EDD:	0

EMPLOYING INDUSTRIES

LVN Employment



D.O.T. Code: 079.374-014

14 firms, representing 334 employees responded to the survey.

MEDICAL ASSISTANTS

OES Number 660050

Medical Assistants perform various duties under the direction of physicians in the examination and treatment of patients. They prepare treatment room, inventory supplies, and instruments, and set up patients for attention of physician, handling instruments and materials to physician as directed. They may schedule appointments, keep medical records, or perform other clerical duties.

EDUCATION & TRAINING

EDUCATIONAL LEVEL OF EMPLOYEES HIRED DURING THE LAST 12 MONTHS	PERCENTAGE OF EMPLOYEES AT THIS EDUCATION LEVEL
-------------------------------------------------------------------	----------------------------------------------------

H.S. OR GED	50%
COLLEGE BUT NO DEGREE	40%
ASSOCIATE DEGREE	10%

Many employers require vocational training or certification from an accredited school. They estimate the training time to be between 3 and 12 months to obtain this training.

EMPLOYER SUPPLY & DEMAND ASSESSMENT

DIFFICULTY FINDING QUALIFIED INEXPERIENCED APPLICANTS	Little difficulty
DIFFICULTY FINDING QUALIFIED EXPERIENCED APPLICANTS	Little difficulty

Given the experience requirements and the above assessment of supply by employers, there appears to be an over supply of qualified job applicants in this occupation. Therefore job seekers with and without experience will find a competitive job market.

EXPERIENCE

DIRECT EXPERIENCE REQUIREMENTS FOR THIS OCCUPATION	EMPLOYEES HIRED AT THIS LEVEL OF EXPERIENCE (LAST 12 MONTHS):
-------------------------------------------------------	------------------------------------------------------------------

NOT REQUIRED	5%
3 MONTHS	30%
6 MONTHS	30%
12 MONTHS	35%
24 MONTHS	5%

Most employers in this occupation usually or always require related work experience specifically as medical assistants. Some even want experience specific to their specialty, such as dermatology. Most employers will sometimes substitute training for experience.

PROJECTIONS & TURNOVER

1992 SIZE:	510, medium
7 YEAR GROWTH	-10
7 YEAR GROWTH RATE	-2%, slow decline
TURNOVER	24% annually

TURNOVER: Employer hiring to fill opening from turnover accounted for about two-thirds of all hiring during the last 12 months.

GROWTH: Employers reported a growth rate of 8% annually. Most employers indicated that they would remain stable over the next three years but some employers projected growth. Changes in the health care system were stated as the reason for both stability and growth.

COMPENSATION

<u>WAGES</u>	<u>LOW</u>	<u>HIGH</u>	<u>MEDIAN</u>
New, no experience	\$4.35	\$9.00	\$6.75
New, experienced	\$5.05	\$10.00	\$8.00
3 years with firm	\$7.60	\$12.50	\$9.40

<u>BENEFITS</u>	<u>% FULL-TIME EMPLOYEES</u>	<u>% PART-TIME EMPLOYEES</u>
PAID VACATION	100	15
PAID SICK LEAVE	85	15
RETIREMENT PLANS	75	15
MEDICAL INSURANCE	100	20
DENTAL INSURANCE	55	15
VISION INSURANCE	33	5
LIFE INSURANCE	60	20
CHILD CARE	5	0

Some employers offer additional benefits such as profit sharing and an education benefit.

GENERAL INFORMATION

★ **SKILLS** that are generally required include: **technical skills** in public contact and telephone communication, good record keeping, CPR and first aide, taking vital signs, and knowledge of medical terminology, and sanitation techniques **physical skills** such as ability to sit continuously for over 2 hours and lift 10-20 lbs. **personal skills** such as organization & time management, attention to detail, problem solving skills, and willingness to work with a flexible work schedule, ability to work independently, under pressure and as part of a team; and **basic skills** such as writing, grammar, spelling, verbal communication, basic math using a calculator, ability to follow instruction, and perform routine, repetitive work.

★ **EMERGING TECHNOLOGY AND SKILLS** sought by many employers include use of computers for electronic charting, record keeping and scheduling phlebotomy and vision testing skills are required by some employers.

★ **PROMOTIONAL OPPORTUNITIES** available for many employees include, supervisor, clinic director and various medical positions that require additional training such as Licensed Vocational Nurse. Most employers, however, do not promote from this occupation.

★ **OTHER RELEVANT INFORMATION** The survey also indicates that the occupation is a **traditional occupation for women** with 96% being female; that **unionized employees** are at 0; and **other job titles** include optical medical assistants, physicians assistants, back office assistant.

HOURS & SHIFTS

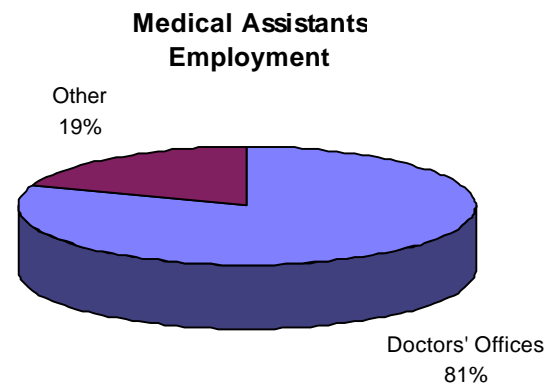
Most employment opportunities in this occupation are full-time (40hr/wk). There are some part-time opportunities (16-32 hr/wk) in the county.

RECRUITMENT

<u>METHOD</u>	<u>% OF ALL POSITIONS FILLED LAST 12 MOS</u>
NEWSPAPER ADVERTISEMENTS	55
CURRENT EMPLOYEE REFERRALS	50
PRIVATE VOCATIONAL SCHOOLS:	35
IN-HOUSE PROMOTION OR TRANSFER	30
PRIVATE EMPLOYMENT AGENCIES	40
PUBLIC SCHOOLS AND TRAINING PROGRAMS	35
UNSOLICITED WALKINS:	65
EDD:	10

Employers reported also reported that they recruited by calling other doctors.

EMPLOYING INDUSTRIES



D.O.T. Code: 079.362-010, 079.364-010, 079.374-018, 355.667-010
16 firms, representing 126 employees responded to the survey.

MEDICAL RECORDS TECHNICIANS

OES Number 329110

Medical Records Technicians compile and maintain medical records of hospital and clinic patients.

EDUCATION & TRAINING

EDUCATIONAL LEVEL OF EMPLOYEES HIRED DURING THE LAST 12 MONTHS	PERCENTAGE OF EMPLOYEES AT THIS EDUCATION LEVEL
-------------------------------------------------------------------	----------------------------------------------------

H.S. OR GED	80%
COLLEGE BUT NO DEGREE	20%

Some employers also require training in Fresno City College Health Occupations Program, medical terminology, accredited record technicians training or a coding specialist certificate. No estimate of the time required for this training was given.

EMPLOYER SUPPLY & DEMAND ASSESSMENT

DIFFICULTY FINDING QUALIFIED INEXPERIENCED APPLICANTS	Little difficulty
DIFFICULTY FINDING QUALIFIED EXPERIENCED APPLICANTS	Little difficulty

Given the experience requirements and the above assessment of supply by employers, there appears to be an over supply of qualified job applicants in this occupation. Therefore, job seekers with and without experience will find a competitive job market but the inexperienced will find significantly more competition.

EXPERIENCE

DIRECT EXPERIENCE REQUIREMENTS FOR THIS OCCUPATION	EMPLOYEES HIRED AT THIS LEVEL OF EXPERIENCE (LAST 12 MONTHS):
-------------------------------------------------------	------------------------------------------------------------------

NOT REQUIRED	10%
6 MONTHS	40%
12 MONTHS	40%
24 MONTHS	10%

Most employers in this occupation usually or always require experience specifically as a medical records technician. However, many will accept experience as general file clerks or secretary in a medical setting. Most employers will sometimes substitute training for experience.

PROJECTIONS & TURNOVER

1992 SIZE:	190, small
7 YEAR GROWTH	0
7 YEAR GROWTH RATE	0%, no change

TURNOVER	15% annually
----------	--------------

TURNOVER: Employer hiring to fill opening from turnover accounted for almost two-thirds of all hiring during the last 12 months.

GROWTH: Employers reported a growth rate of 2% annually. Most employers indicated that they would remain stable or decline over the next three years only some small employers projected growth. Computerization was one suggested reason for an anticipated decline in the occupation.

COMPENSATION

<u>WAGES</u>	<u>LOW</u>	<u>HIGH</u>	<u>MEDIAN</u>
New, no experience	\$5.00	\$8.50	\$7.00
New, experienced	\$6.00	\$10.00	\$7.50
3 years with firm	\$7.40	\$11.90	\$8.50

<u>BENEFITS</u>	<u>% FULL-TIME EMPLOYEES</u>	<u>% PART-TIME EMPLOYEES</u>
PAID VACATION	100	25
PAID SICK LEAVE	100	25
RETIREMENT PLANS	90	20
MEDICAL INSURANCE	100	25
DENTAL INSURANCE	80	25
VISION INSURANCE	70	20
LIFE INSURANCE	75	25
CHILD CARE	15	5

Some employers have profit sharing plans.

GENERAL INFORMATION

✳️ **SKILLS** that are generally required include **technical skills** in coding, charting, record keeping, and knowledge of medical terminology; **physical skills** such as ability to sit or stand continuously for over 2 hours; **personal skills** such as organization & time management, attention to detail, problem solving skills, and willingness to work overtime, ability to work independently, under pressure and as part of a team; and **basic skills** such as writing, grammar, spelling, verbal communication, basic math using a calculator, ability to follow instruction, and perform routine, repetitive work.

✳️ **EMERGING TECHNOLOGY AND SKILLS** sought by some employers include use of computers including medical software, spreadsheets and data bases, ICD-9 coding, knowledge of state and federal regulations, and knowledge of legal issues.

✳️ **PROMOTIONAL OPPORTUNITIES** available for most employees include medical assistant or front desk, receptionist, unit or intake clerk, and supervisor.

✳️ **OTHER RELEVANT INFORMATION** The survey also indicates that the occupation is a **traditional occupation for women** with at least 69% being female; that **unionized employees** are at 41% and almost 91% of hiring in the last 12 months was with non-union employers; and **other job titles** include medical records clerks, billers and coders.

HOURS & SHIFTS

Most employment opportunities in this occupation are full-time (40hr/wk). There are some part-time opportunities (20-33 hr/wk) in the county.

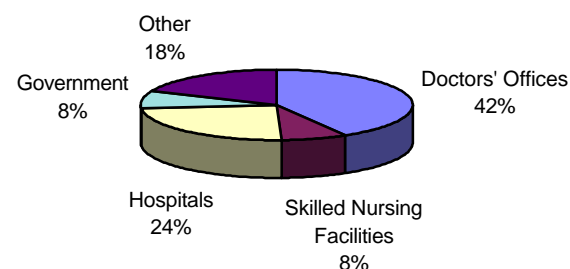
RECRUITMENT

<u>METHOD</u>	<u>% OF ALL POSITIONS FILLED LAST 12 MOS</u>
NEWSPAPER ADVERTISEMENTS	100
CURRENT EMPLOYEE REFERRALS	65
PRIVATE VOCATIONAL SCHOOLS:	25
IN-HOUSE PROMOTION OR TRANSFER	65
PRIVATE EMPLOYMENT AGENCIES	45
PUBLIC SCHOOLS AND TRAINING PROGRAMS	45
UNSOLICITED WALKINS:	20
EDD:	20

Employers reported also using professional journals and associations.

EMPLOYING INDUSTRIES

**Medical Record Tech
Employment**



D.O.T. Code: 079.362-014, 079.362-018
16 firms, representing 144 employees responded to the survey.

NURSE AIDES

OES Number 660080

Nurse Aides work under the direction of nursing or medical staff to provide auxiliary services in the care of patients. They perform duties such as answering patients' call bells, serving and collecting food trays, and feeding patients. Nurse Aides may be called Assistants, Attendants, or Orderlies. Orderlies are primarily concerned with the care of male patients, setting up equipment, and relieving nurses of heavier work. Please do not include Psychiatric Aides and Home Health Aides.

EDUCATION & TRAINING

EDUCATIONAL LEVEL OF EMPLOYEES HIRED DURING THE LAST 12 MONTHS	PERCENTAGE OF EMPLOYEES AT THIS EDUCATION LEVEL
-------------------------------------------------------------------	----------------------------------------------------

H.S. OR GED	90%
COLLEGE BUT NO DEGREE	10%

This occupation requires Certified Nursing Assistant (CNA) certification. The state requires 100 hours of supervised clinical training and 50 hours of classroom training for the CNA certificate. CNAs must also take a federal exam. The licensing authority for this occupation is the Department of Health Services Nurse Assistant Certification Section in Sacramento. For information about certification contact at (916) 327-2445.

EMPLOYER SUPPLY & DEMAND ASSESSMENT

DIFFICULTY FINDING QUALIFIED INEXPERIENCED APPLICANTS	No difficulty
DIFFICULTY FINDING QUALIFIED EXPERIENCED APPLICANTS	Little difficulty

The above assessment of supply by employers, implies a significant over supply of qualified job applicants in this occupation. Therefore job seekers with and without experience will find a very competitive job market.

EXPERIENCE

DIRECT EXPERIENCE REQUIREMENTS FOR THIS OCCUPATION	EMPLOYEES HIRED AT THIS LEVEL OF EXPERIENCE (LAST 12 MONTHS):
-------------------------------------------------------	------------------------------------------------------------------

NOT REQUIRED	50%
6 MONTHS	10%
12 MONTHS	20%
NOT SPECIFIED	20%

Most employers in this occupation sometimes or usually require related work experience. However, a significant amount of recent hiring was done by employers not requiring related work experience. Most employers will sometimes or usually substitute training for experience.

PROJECTIONS & TURNOVER

1992 SIZE:	510, medium
7 YEAR GROWTH	-10
7 YEAR GROWTH RATE	-2%, slow decline

TURNOVER	37% annually
-----------------	--------------

TURNOVER: Employer hiring to fill opening from turnover accounted almost all hiring during the last 12 months.

GROWTH: Employers reported a growth rate of 1% annually. Most employers indicated that they would remain stable over the next three years but some employers projected growth.

COMPENSATION

	<u>Low</u>	<u>High</u>	<u>MEDIAN</u>
<u>WAGES</u>	<u>NONUNION</u>	<u>NONUNION</u>	<u>NONUNION</u>
New, no experience	\$5.10/4.25	\$8.25/6.25	\$6.60/6.10
New, experienced	\$5.30/5.35	\$9.60/6.50	\$6.70/6.25
3 years with firm	\$6.00/7.50	\$10.85/7.50	\$7.15/7.50

Some employers pay a commission to non-certified nursing assistants.

<u>BENEFITS</u>	<u>% FULL-TIME</u> <u>EMPLOYEES</u>	<u>% PART-TIME</u> <u>EMPLOYEES</u>
PAID VACATION	80	25
PAID SICK LEAVE	85	25
RETIREMENT PLANS	55	35
MEDICAL INSURANCE	95	25
DENTAL INSURANCE	80	25
VISION INSURANCE	75	25
LIFE INSURANCE	75	25
CHILD CARE	5	20

Some employers offer additional benefits such as "cafeteria" plans and educational allowances.

GENERAL INFORMATION

✳️ **SKILLS** that are generally required include: **technical skills** such as observation, record keeping, CPR, first aide, providing personal care, lifting, feeding, taking vital signs, and knowledge of sanitary techniques; **physical skills** such as ability to stand continuously for over 2 hours; **personal skills** such as organization & time management, attention to detail, problem solving skills, and willingness to work flexible hours, ability to work independently, under pressure and as part of a team; and **basic skills** such as writing, grammar, spelling, verbal communication, basic math using a calculator, ability to follow instruction, and perform routine, repetitive work.

✳️ **EMERGING TECHNOLOGY AND SKILLS** sought by some employers include use of computers, communications, and caring for higher acuity patients.

✳️ **PROMOTIONAL OPPORTUNITIES** available for most employees include, social service assistant and other medical occupations which require additional education such as LVN or RN.

✳️ **OTHER RELEVANT INFORMATION** The survey also indicates that the occupation is a **traditional occupation for women** with 82% being female; that **unionized employees** are at 24% and almost 39% of hiring in the last 12 months was with union employers; and **other job titles** include Certified Nursing Assistants (CNAs), and technical partners.

HOURS & SHIFTS

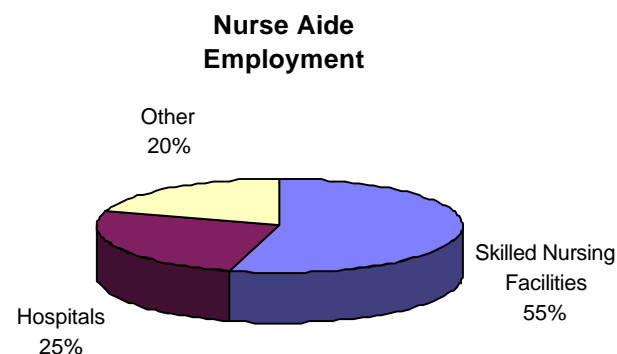
Most employment opportunities in this occupation are full-time (36-40 hr/wk). There are some part-time opportunities (20-30 hr/wk). A few temporary on-call opportunities (2-30 hr/wk) are also available in the county.

RECRUITMENT

<u>METHOD</u>	<u>% OF ALL POSITIONS FILLED LAST 12 MOS</u>
NEWSPAPER ADVERTISEMENTS	95
CURRENT EMPLOYEE REFERRALS	35
PRIVATE VOCATIONAL SCHOOLS:	5
IN-HOUSE PROMOTION OR TRANSFER	10
PRIVATE EMPLOYMENT AGENCIES	0
PUBLIC SCHOOLS AND TRAINING PROGRAMS	25
UNSOLICITED WALKINS:	25
EDD:	45

Employers reported also using word of mouth to recruit.

EMPLOYING INDUSTRIES



D.O.T. Code: 354.374-010, 354.377-010, 354.677-010, , 355.674-014, 355.674-018
15 firms, representing 798 employees responded to the survey.

PARALEGAL PERSONNEL

OES Number 283050

Paralegal Personnel assist lawyers by doing research in the preparation of lawsuits and/or legal documents as a career professional, usually having either a four-year college degree or a degree from an institute specializing in the paralegal profession. They may gather research data for use as evidence to formulate defense or to initiate legal action.

EDUCATION & TRAINING

EDUCATIONAL LEVEL OF EMPLOYEES HIRED DURING THE LAST 12 MONTHS	PERCENTAGE OF EMPLOYEES AT THIS EDUCATION LEVEL
---------------------------------------------------------------------------	------------------------------------------------------------

COLLEGE BUT NO DEGREE	5%
ASSOCIATE DEGREE	75%
BACHELOR DEGREE	20%

Most employers require a paralegal certificate. The time estimated for the training leading to the certificate is generally 24 months.

EMPLOYER SUPPLY & DEMAND ASSESSMENT

DIFFICULTY FINDING QUALIFIED INEXPERIENCED APPLICANTS	Little difficulty
DIFFICULTY FINDING QUALIFIED EXPERIENCED APPLICANTS	Little difficulty

The above assessment of supply by employers, indicate an over supply of qualified job applicants in this occupation. Therefore job seekers with and without experience will find a competitive job market. However, the fact that 25% of the jobs require no previous experience as a paralegal implies that some opportunities for the inexperienced do exist.

EXPERIENCE

DIRECT EXPERIENCE REQUIREMENTS FOR THIS OCCUPATION	EMPLOYEES HIRED AT THIS LEVEL OF EXPERIENCE (LAST 12 MONTHS):
---------------------------------------------------------------	--------------------------------------------------------------------------

NOT REQUIRED	25%
6 MONTHS	10%
12 MONTHS	25%
24 MONTHS	15%
36 MONTHS	15%
60 MONTHS	10%

Most employers in this occupation usually or always require experience specifically as a paralegal or a legal secretary. However, some will accept experience as a claims adjuster. Most employers will sometimes substitute training for experience.

PROJECTIONS & TURNOVER

1992 SIZE:	60, small
7 YEAR GROWTH	40
7 YEAR GROWTH RATE	25%, much faster than average growth
TURNOVER	15% annually

TURNOVER: Employer hiring to fill opening from turnover accounted for almost one half of all hiring during the last 12 months.

GROWTH: Employers reported a growth rate of 11% annually. Employers with most of the employees indicated that they would grow over the next three years.

COMPENSATION

<u>WAGES</u>	<u>LOW</u>	<u>HIGH</u>	<u>MEDIAN</u>
New, no experience	\$7.00	\$15.00	\$10.60
New, experienced	\$9.20	\$17.65	\$12.95
3 years with firm	\$11.55	\$21.65	\$14.95

<u>BENEFITS</u>	<u>% FULL-TIME EMPLOYEES</u>	<u>% PART-TIME EMPLOYEES</u>
PAID VACATION	85	5
PAID SICK LEAVE	85	5
RETIREMENT PLANS	80	5
MEDICAL INSURANCE	100	5
DENTAL INSURANCE	55	5
VISION INSURANCE	20	5
LIFE INSURANCE	55	0
CHILD CARE	5	0

Some employers offer additional benefits such as “cafeteria” medical plans, and health club membership for full-time employees and profit sharing for part-time employees.

GENERAL INFORMATION

✳️ **SKILLS** that are generally required include: **technical skills** such as word processing, knowledge of legal terminology and court proceedings, investigative research and the ability to read and comprehend information quickly; **physical skills** such as ability to sit continuously for over 2 hours; **personal skills** such as organization & time management, attention to detail, problem solving skills, and willingness to work a flexible schedule, ability to work independently, under pressure and as part of a team; and **basic skills** such as writing, grammar, spelling, verbal communication, basic math using a calculator, ability to follow instruction, and perform routine, repetitive work.

✳️ **EMERGING TECHNOLOGY AND SKILLS** sought by some employers include use of computers including databases and specialized legal software.

✳️ **PROMOTIONAL OPPORTUNITIES** are not available for most employees unless they obtain a law degree.

✳️ **OTHER RELEVANT INFORMATION** The survey also indicates that the occupation is a **traditional occupation for women** with 88% being female; that **unionized employees** are at 5%; and **other job titles** include legal secretaries, legal assistants, administrative assistants and law clerks.

HOURS & SHIFTS

Most employment opportunities in this occupation are full-time (40 hr/wk). There are only a few part-time opportunities (10-32 hr/wk) in the county.

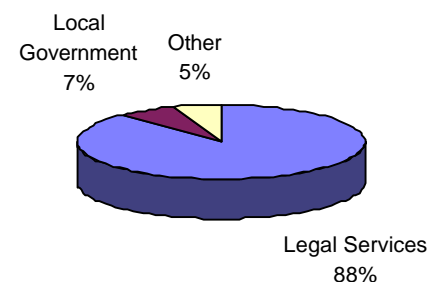
RECRUITMENT

<u>METHOD</u>	<u>% OF ALL POSITIONS FILLED LAS 12 MOS</u>
NEWSPAPER ADVERTISEMENTS	60
CURRENT EMPLOYEE REFERRALS	45
PRIVATE VOCATIONAL SCHOOLS:	30
IN-HOUSE PROMOTION OR TRANSFER	0
PRIVATE EMPLOYMENT AGENCIES	0
PUBLIC SCHOOLS AND TRAINING PROGRAMS	40
UNSOLICITED WALKINS:	5
EDD:	0

Employers reported also using the paralegal professional association.

EMPLOYING INDUSTRIES

Paralegal Employment



D.O.T. Code: 119.267-022 & 119.267-026
15 firms, representing 80 employees responded to the survey.

POLICE PATROL OFFICERS

OES Number 630140

Police and Patrol Officers maintain order, enforce laws and ordinances, and protect life and property in an assigned patrol district or beat by performing a combination of such duties as patrolling a specific area on foot or in a vehicle; directing traffic; issuing summonses, investigating accidents; apprehending arresting and processing prisoner and giving evidence in court.

EDUCATION & TRAINING

EDUCATIONAL LEVEL OF EMPLOYEES HIRED DURING THE LAST 12 MONTHS	PERCENTAGE OF EMPLOYEES AT THIS EDUCATION LEVEL
---------------------------------------------------------------------------	------------------------------------------------------------

H.S. OR EQUIVALENT	20%
COLLEGE BUT NO DEGREE	80%

Peace Officers Standard Training (POST) is generally required before employment. For information about the 30 unit Fresno City College Police Academy POST program, call (209) 442-8264

EXPERIENCE

DIRECT EXPERIENCE REQUIREMENTS FOR THIS OCCUPATION	EMPLOYEES HIRED AT THIS LEVEL OF EXPERIENCE (LAST 12 MONTHS):
NOT REQUIRED	100%

Most employers in this occupation do not require experience. Experience in the reserve and public contact jobs are sometimes considered assets. Most employers will substitute training for experience.

EMPLOYER SUPPLY & DEMAND ASSESSMENT

DIFFICULTY FINDING QUALIFIED INEXPERIENCED APPLICANTS	Little difficulty
DIFFICULTY FINDING QUALIFIED <u>EXPERIENCED</u> APPLICANTS	Some difficulty

The above assessment of supply by employers implies an over supply of qualified job applicants without experience in this occupation. Therefore job seekers without experience will find a competitive job market, those with experience have better opportunities.

PROJECTIONS & TURNOVER

1992 SIZE:	560, medium
7 YEAR GROWTH	140
7 YEAR GROWTH RATE	5.4%, slower than average growth

TURNOVER	4% annually
-----------------	-------------

TURNOVER: Employer hiring to fill opening from turnover accounted for almost one-fourth of all hiring during the last 12 months.

GROWTH: Employers reported a growth rate of 9% annually. Employers with most of the employment indicated that they would grow over the next three years but smaller employers projected stability. Governmental policy decisions, the crime bill and growth of the population were cited as the main reason for growth.

COMPENSATION

<u>WAGES</u>	<u>LOW</u>	<u>HIGH</u>	<u>MEDIAN</u>
New, no experience	\$7.80	\$18.05	\$11.55
New, experienced	\$9.10	\$20.70	\$11.25
3 years with firm	\$10.05	\$24.15	\$14.00
Union employers pay at the higher end of the range.			

<u>BENEFITS</u>	<u>% FULL-TIME EMPLOYEES</u>	<u>% PART-TIME EMPLOYEES</u>
PAID VACATION	100	0
PAID SICK LEAVE	100	0
RETIREMENT PLANS	90	0
MEDICAL INSURANCE	100	0
DENTAL INSURANCE	100	0
VISION INSURANCE	100	0
LIFE INSURANCE	80	0
CHILD CARE	10	0

Some employers also offer an educational benefit such as tuition reimbursement and books.

GENERAL INFORMATION

✳️ **SKILLS** that are generally required include: **technical skills** such as firearms qualifications card, ability to learn and apply complex rules/regulations, interview others for information, analyze, keep good records and administer CPR and first aid; **physical skills** such as ability to do strenuous, physically demanding work, and to sit or stand continuously for over 2 hours; **personal skills** such as organization & time management, attention to detail, problem solving skills, multi-cultural familiarity and willingness to work flexible hours, ability to work independently, under pressure and as part of a team, and no felony convictions; and **basic skills** such as writing, grammar, spelling, verbal communication, basic math using a calculator, ability to follow instruction, and perform routine, repetitive work.

✳️ **EMERGING TECHNOLOGY AND SKILLS** sought by some employers include use of computers including laptops and word processing software for reports.

✳️ **PROMOTIONAL OPPORTUNITIES** available for most employees include sergeant, detective, corporal, supervisor, lieutenant and captain.

✳️ **OTHER RELEVANT INFORMATION** The survey also indicates that the occupation is a **non-traditional occupation for women** with 8% being female; that **unionized employees** are at 18%; and **other job titles** include police officers.

7

HOURS & SHIFTS

Law enforcement is a 24 hour operation and police patrol officers can expect to work any shift assigned to them. Almost all positions in this occupation are full-time (40-52 hr/wk) with a very limited number of part-time (5-20 hrs/wk) positions.

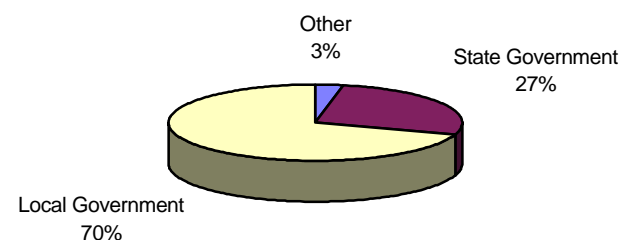
RECRUITMENT

<u>METHOD</u>	<u>% OF ALL POSITIONS FILLED LAS 12 MOS</u>
NEWSPAPER ADVERTISEMENTS	10%
CURRENT EMPLOYEE REFERRALS	0%
PRIVATE VOCATIONAL SCHOOLS:	0%
IN-HOUSE PROMOTION OR TRANSFER	0%
PRIVATE EMPLOYMENT AGENCIES	0%
PUBLIC SCHOOLS AND TRAINING PROGRAMS	90%
UNSOLICITED WALKINS:	0%
EDD:	0%

Employers reported also using targeted advertising and the university for recruitment.

EMPLOYING INDUSTRIES

**Police Patrol Officers
Employment**



D.O.T. Code: 372.363-010, 372.367-010, 375.163-014, 375.263-xxx, 375.264-010, 375.267-038, 375.363-010, 375.367-xxx, 379.263-014
10 firms, representing 574 employees responded to the survey.

POLICE AND DETECTIVE SUPERVISORS

OES Number 610050

Police and Detective Supervisors supervise and coordinate the activities of members of a police force

EDUCATION & TRAINING

EDUCATIONAL LEVEL OF EMPLOYEES HIRED DURING THE LAST 12 MONTHS

H.S. OR GED
ASSOCIATE DEGREE

PERCENTAGE OF EMPLOYEES AT THIS EDUCATION LEVEL

5%
95%

This occupation requires at least the completion of high school and having possession of a Peace Officers Standard Training (P.O.S.T.) basic certificate, one year in a supervisory position and be eligible for the P.O.S.T. Intermediate certificate to be eligible for the P.O.S.T. Supervisor certificate.

Many local agencies require either the P.O.S.T. Intermediate or Advanced certificate to be eligible for a supervisor position.

EXPERIENCE

DIRECT EXPERIENCE REQUIREMENTS FOR THIS OCCUPATION

12 MONTHS
60 MONTHS

EMPLOYEES HIRED AT THIS LEVEL OF EXPERIENCE (LAST 12 MONTHS):

5%
95%

Experience specifically as a Police and Detective Supervisor is usually never required for this position. However, employers always require experience as a police patrol officer (OES 630140). Most departments require at least 3 years with their department before a person is eligible for promotion. Most employers will never substitute training for experience, although some smaller employers will.

EMPLOYER SUPPLY & DEMAND ASSESSMENT

DIFFICULTY FINDING QUALIFIED ~~INEXPERIENCED~~ APPLICANTS DIFFICULTY FINDING QUALIFIED ~~EXPERIENCED~~ APPLICANTS

Little difficulty
Little difficulty

Given the experience requirements and the above assessment of supply by employers, there appears to be an over supply of qualified job applicants in this occupation. Therefore job seekers with and without experience will find a competitive job market.

PROJECTIONS & TURNOVER

1992 SIZE: 160, Small
7 YEAR GROWTH 10
7 YEAR GROWTH RATE 6.3%, Slower than average

TURNOVER Less than 2% annually

TURNOVER: Employer hiring to fill opening from turnover accounted for only one-tenth of all hiring during the last 12 months.

GROWTH: Employers reported a growth rate of 17% annually. Employers with most of the employment indicated that they would grow over the next three years but smaller employers projected stability. Governmental policy decisions and growth of the population were cited as the main reason for growth.

COMPENSATION

<u>WAGES</u>	<u>LOW</u>	<u>HIGH</u>	<u>MEDIAN</u>
New, no experience	\$	\$	\$
New, experienced	\$10.50	\$25.90	\$12.85
3 years with firm	\$12.15	\$28.20	\$16.40
Union wages pay at the high end of these ranges.			

<u>BENEFITS</u>	<u>% FULL-TIME EMPLOYEES</u>	<u>% PART-TIME EMPLOYEES</u>
PAID VACATION	100%	
PAID SICK LEAVE	100%	
RETIREMENT PLANS	100%	
MEDICAL INSURANCE	100%	
DENTAL INSURANCE	100%	
VISION INSURANCE	100%	
LIFE INSURANCE	90%	
CHILD CARE	0%	

Some employers offer additional benefits such as tuition reimbursement.

GENERAL INFORMATION

✳️ **SKILLS** that are generally required include: **technical skills** such as the ability to lead, supervise, plan and organize the work of a multi-cultural workforce, follow government regulations and reporting requirements, use information retrieval systems, conduct training programs, and conduct investigative research, and knowledge of criminal law, CPR and first aid techniques; **physical skills** such as ability to do physically strenuous work, lift 100lbs and stand continuously for over 2 hours; **personal skills** such as organization & time management, attention to detail, problem solving skills, and willingness to work flexible work hours, ability to work independently, under pressure and as part of a team; and **basic skills** such as writing, grammar, spelling, verbal communication, basic math, ability to follow instruction, and perform routine, repetitive work.

✳️ **EMERGING TECHNOLOGY AND SKILLS** sought by employers include use of computers and word processing software.

✳️ **PROMOTIONAL OPPORTUNITIES** available for most employees include, sergeant, lieutenant, captain.

✳️ **OTHER RELEVANT INFORMATION** The survey also indicates that the occupation is a **non-traditional occupation for women** with 4% being female; that **unionized employees** are at 69%; and **other job titles** include police sergeants.

HOURS & SHIFTS

Law enforcement is a 24 hour operation and supervisors can expect to work any shift assigned to them. All positions in this occupation are full-time (40 hrs/wk).

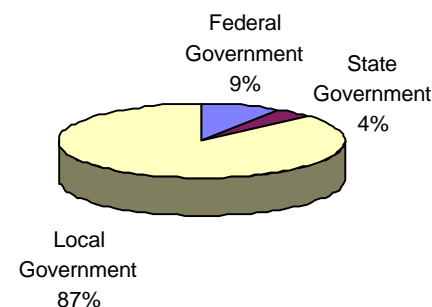
RECRUITMENT

<u>METHOD</u>	<u>% OF ALL POSITIONS FILLED LAST 12 MOS</u>
NEWSPAPER ADVERTISEMENTS	0%
CURRENT EMPLOYEE REFERRALS	0%
PRIVATE VOCATIONAL SCHOOLS:	0%
IN-HOUSE PROMOTION OR TRANSFER	100%
PRIVATE EMPLOYMENT AGENCIES	0%
PUBLIC SCHOOLS AND TRAINING PROGRAMS	0%
UNSOLICITED WALKINS:	0%
EDD:	0%

This occupation is a promotional only opportunity. Very rarely will a department fill a vacancy with an officer from outside the department.

EMPLOYING INDUSTRIES

Police Supervisor Employment



D.O.T. Code: 372.137-xxx, 375.133-010, 375.137-xxx, 375.163-010, 375.167-xxx, 377.137-010, 377.137-xxx & 377.167-010
9 firms, representing 116 employees responded to the survey.

RECEPTIONISTS

OES Number 553050

Receptionists and Information Clerks answer inquiries and obtain information for the general public (customers, visitors, and other interested parties) concerning activities conducted at an establishment, such as the location of offices or persons within the firm, departments within the store, or services within the hotel. They may perform a variety of other clerical duties. Please do not include Receptionists who primarily operate switchboards.

EDUCATION & TRAINING

EDUCATIONAL LEVEL OF EMPLOYEES HIRED DURING THE LAST 12 MONTHS	PERCENTAGE OF EMPLOYEES AT THIS EDUCATION LEVEL
-------------------------------------------------------------------	----------------------------------------------------

H.S. OR GED	90%
COLLEGE BUT NO DEGREE	10%

Some employers also require a typing certificate at 40 words per minute, vocational school training or subsidized On-the-Job Training. The time estimated for this training is from 4 to 12 months.

EXPERIENCE

DIRECT EXPERIENCE REQUIREMENTS FOR THIS OCCUPATION	EMPLOYEES HIRED AT THIS LEVEL OF EXPERIENCE (LAST 12 MONTHS):
-------------------------------------------------------	------------------------------------------------------------------

3 MONTHS	15%
6 MONTHS	50%
12 MONTHS	10%
24 MONTHS	15%
NOT SPECIFIED	10%

Most employers in this occupation usually or always require related work experience. Most employers will accept general clerical or public contact experience, although some specifically require receptionist experience. Some employers even require experience in the type of office such as a medical office. Most employers will at least sometimes substitute training for experience.

EMPLOYER SUPPLY & DEMAND ASSESSMENT

DIFFICULTY FINDING QUALIFIED INEXPERIENCED APPLICANTS	Little difficulty
DIFFICULTY FINDING QUALIFIED EXPERIENCED APPLICANTS	Little difficulty

Given the experience requirements and the above assessment of supply by employers, there appears to be an over supply of qualified job applicants in this occupation. Therefore job seekers with and without experience will find a competitive job market.

PROJECTIONS & TURNOVER

1992 SIZE:	2450, very large
7 YEAR GROWTH	40
7 YEAR GROWTH RATE	1.6%, slower than average growth
TURNOVER	25% annually

TURNOVER: Employer hiring to fill openings from turnover accounted for almost two-thirds of all hiring during the last 12 months.

GROWTH: Employers reported a growth rate of 10% during the previous 12 months. Most employers indicated that they would remain stable, although some expect continued growth over the next three years.

COMPENSATION

WAGES

	<u>LOW</u>	<u>HIGH</u>	<u>MEDIAN</u>
New, no experience	\$5.20	\$8.40	\$7.30
New, experienced	\$6.00	\$9.35	\$7.80
3 years with firm	\$7.00	\$10.50	\$9.00

Union employer have a slightly higher median wage.

BENEFITS

	<u>% FULL-TIME EMPLOYEES</u>	<u>% PART-TIME EMPLOYEES</u>
PAID VACATION	100	5
PAID SICK LEAVE	85	5
RETIREMENT PLANS	70	5
MEDICAL INSURANCE	100	5
DENTAL INSURANCE	95	5
VISION INSURANCE	55	5
LIFE INSURANCE	85	5
CHILD CARE	5	0

Some employers offer additional benefits such as “cafeteria” medical plans, and profit sharing for part-time employees. Some require that employees contribute to their medical plan.

GENERAL INFORMATION

✳️ **SKILLS** that are generally required include: **technical skills** such as responding to the public in a pleasant, attentive and tactful manner, second language skills, ability to use multi-line telephone systems, record keeping, typing 40 w.p.m., and word processing; **physical skills** such as ability to sit continuously for over 2 hours; **personal skills** such as organization & time management, attention to detail, problem solving skills, and willingness to work flexible hours including overtime and weekends; **basic skills** such as writing, grammar, spelling, verbal communication, basic math using a calculator, ability to follow instruction, and perform routine, repetitive work.

✳️ **EMERGING TECHNOLOGY AND SKILLS** sought by most employers include use of computers with word processing, database and spreadsheet and specialized software and insurance knowledge.

✳️ **PROMOTIONAL OPPORTUNITIES** available for most employees include supervisor, clerical specialties, bookkeeper, loan processor, adjuster depending on the industry.

✳️ **OTHER RELEVANT INFORMATION** The survey also indicates that the occupation is a **traditional occupation for women** with 96% being female; that **unionized employees** are at 13%; and **other job titles** include phone operators, appointment scheduling cashiers, assistants, and medical receptionists.

D.O.T. Code: 203.362-014, 205.367-038, 237.267-010, 237.367-xxx, 238.367-xxx, 249.262-010, 249.367-089

15 firms, representing 56 employees responded to the survey.

HOURS & SHIFTS

Most employment opportunities in this occupation are full-time (37-40 hr/wk). There are some part-time opportunities (20-30 hr/wk) in the county.

RECRUITMENT

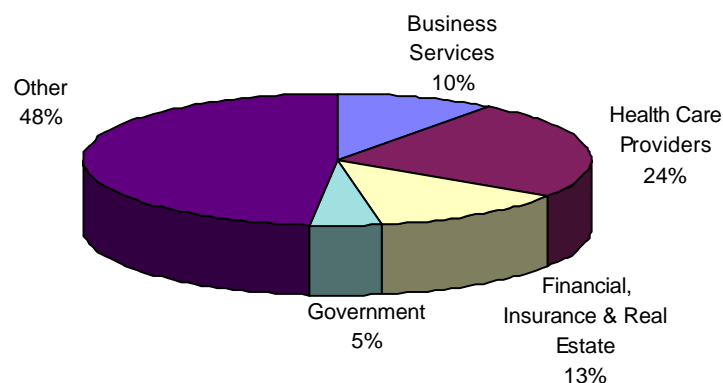
METHOD

	<u>% OF ALL POSITIONS FILLED LAS 12 MOS</u>
NEWSPAPER ADVERTISEMENTS	90
CURRENT EMPLOYEE REFERRALS	90
PRIVATE VOCATIONAL SCHOOLS:	20
IN-HOUSE PROMOTION OR TRANSFER	70
PRIVATE EMPLOYMENT AGENCIES	55
PUBLIC SCHOOLS AND TRAINING PROGRAMS	15
UNSOLICITED WALKINS:	35
EDD:	5

Employers reported also using word of mouth to recruit.

EMPLOYING INDUSTRIES

Receptionists Employment



REGISTERED NURSES

OES Number 325020

Registered Nurses administer nursing care to ill or injured persons. This group includes administrative, public health, industrial, private duty, and surgical nurses. Licensing or registration is required. Please do not include Nursing Instructors and Teachers.

EDUCATION & TRAINING

EDUCATIONAL LEVEL OF EMPLOYEES HIRED DURING THE LAST 12 MONTHS	PERCENTAGE OF EMPLOYEES AT THIS EDUCATION LEVEL
ASSOCIATE DEGREE	60%
BACHELOR DEGREE	40%

This occupation requires state licensing. The requirements are (1) high school graduation or equivalent, and (2) Associate Degree of Nursing (ADN), or Bachelor of Science Degree (BSN), or Diploma or Master of Science Degree (MSN). There are two methods of licensure: Endorsement and Exam. The licensing authority for this occupation is the Board of Registered Nursing in Sacramento. For information about licensing contact at (916) 32-3350. Some employers require internship during training in their specialty such as Skilled Nursing or Acute Care Facilities and some require specialty courses after registration (licensing).

EXPERIENCE

DIRECT EXPERIENCE REQUIREMENTS FOR THIS OCCUPATION	EMPLOYEES HIRED AT THIS LEVEL OF EXPERIENCE (LAST 12 MONTHS):
12 MONTHS	20%
24 MONTHS	40%
36 MONTHS	20%
NOT SPECIFIED	15%

Most employers in this occupation usually or always require experience specifically as an RN. Some employers want the experience in their health specialty such as acute care hospital or skilled nursing facility. Some employers accept experience as a Licensed Vocational Nurse. Most employers will sometimes substitute training for experience, but many will not.

EMPLOYER SUPPLY & DEMAND ASSESSMENT

DIFFICULTY FINDING QUALIFIED INEXPERIENCED APPLICANTS	Little difficulty
DIFFICULTY FINDING QUALIFIED EXPERIENCED APPLICANTS	Some difficulty

Given the experience requirements and the above assessment of supply by employers, there appears to be a significant over supply of qualified inexperienced job applicants in this occupation. The situation is better for the experienced job seekers.

PROJECTIONS & TURNOVER

1992 SIZE:	4020, very large
7 YEAR GROWTH	-130
7 YEAR GROWTH RATE	-3.2%, decline
TURNOVER	12% annually

TURNOVER: Employer hiring to fill opening from turnover accounted for over three-fourths of all hiring during the last 12 months.

GROWTH: Employers reported a growth rate of 1% annually. Most employers, including those with the largest employment, indicated that they would remain stable over the next three years but the smaller employers projected growth.

COMPENSATION

	<u>LOW</u>	<u>HIGH</u>	<u>MEDIAN</u>
<u>WAGES</u>	<u>NONUNION</u>	<u>NONUNION</u>	<u>NONUNION</u>
New, no experience	\$15.25/12.20	\$19.20/15.75	\$17.00/13.95
New, experienced	\$14.95/16.95	\$21.60/17.90	\$17.65/17.45
3 years with firm	\$15.95/18.80	\$25.55/21.00	\$21.50/19.90

Other forms of compensation occasionally used by employers include shift differentials and commissions.

<u>BENEFITS</u>	<u>% FULL-TIME</u> <u>EMPLOYEES</u>	<u>% PART-TIME</u> <u>EMPLOYEES</u>
PAID VACATION	95	45
PAID SICK LEAVE	100	45
RETIREMENT PLANS	95	35
MEDICAL INSURANCE	100	40
DENTAL INSURANCE	95	40
VISION INSURANCE	60	35
LIFE INSURANCE	100	40
CHILD CARE	15	15

Some employers provide pay for continuing education.

GENERAL INFORMATION

✳️ **SKILLS** that are generally required include: **technical skills** such as CPR and first aide, good record keeping, knowledge of medical terminology, sterilization techniques, medications, medical supplies and medical equipment; **physical skills** such as ability to perform physically demanding work, stand continuously for over 2 hours, and lift over 50lbs; **personal skills** such as organization & time management, attention to detail, problem solving skills, and willingness to work a flexible work schedule, ability to handle crisis, work independently, under pressure, and as part of a team; and **basic skills** such as writing, grammar, spelling, verbal communication, basic math using a calculator, ability to follow instruction, and perform routine, repetitive work.

✳️ **EMERGING TECHNOLOGY AND SKILLS** sought by some employers include use of computers (specifically for word processing and specialized medical software), supervision, management, and less specialization.

✳️ **PROMOTIONAL OPPORTUNITIES** available for most employees include, department heads, supervisors, quality manager, nurse liaison, nurse manager, and with more education, nurse practitioner.

✳️ **OTHER RELEVANT INFORMATION** The survey also indicates that the occupation is a **traditional occupation for women** with 86% being female; that **unionized employees** are at 26%; and **other job titles** include staff nurses, clinical nurses, rehabilitation care and infection control specialists.

D.O.T. Code: 075.124-xxx, 075.127-xxx, 075.137-xxx, 075.167-xxx, 075.264-xxx, 075.364-010, 075.371-010, 075.374-xxx
15 firms, representing 2208 employees responded to the survey.

HOURS & SHIFTS

Most employment opportunities in this occupation are full-time (36-40 hr/wk). There are also some part-time opportunities (15-30 hr/wk) and on-call opportunities (8-20 hr/wk).

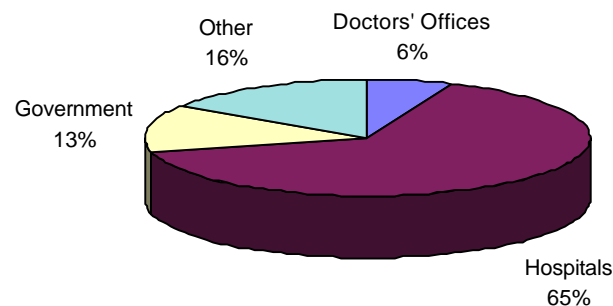
RECRUITMENT

<u>METHOD</u>	<u>% OF ALL POSITIONS FILLED LAST 12 MOS</u>
NEWSPAPER ADVERTISEMENTS	100
CURRENT EMPLOYEE REFERRALS	80
PRIVATE VOCATIONAL SCHOOLS:	20
IN-HOUSE PROMOTION OR TRANSFER	60
PRIVATE EMPLOYMENT AGENCIES	20
PUBLIC SCHOOLS AND TRAINING PROGRAMS	55
UNSOLICITED WALKINS:	20
EDD:	20

Employers reported also using career fairs and conferences.

EMPLOYING INDUSTRIES

RN Employment



SHERIFFS AND DEPUTY SHERIFFS

OES Number 630320

Sheriffs and Deputy Sheriffs enforce law and order in rural or unincorporated districts or serve legal processes of courts. They may patrol courthouses, guard court or grand jury sessions or escort defendants. This occupation does not include Deputy Sheriffs who spend the majority of time guarding prisoners in county correctional facilities.

EDUCATION & TRAINING

EDUCATIONAL LEVEL OF EMPLOYEES HIRED DURING THE LAST 12 MONTHS	PERCENTAGE OF EMPLOYEES AT THIS EDUCATION LEVEL
---------------------------------------------------------------------------	------------------------------------------------------------

COLLEGE BUT NO DEGREE

100%

Peace Officers Standard Training (POST) is generally required before employment. For information about the 30 unit Fresno City College Police Academy POST program, call (209) 442-8264.

EMPLOYER SUPPLY & DEMAND ASSESSMENT

DIFFICULTY FINDING QUALIFIED INEXPERIENCED APPLICANTS	Some difficulty
DIFFICULTY FINDING QUALIFIED <u>EXPERIENCED</u> APPLICANTS	Some difficulty

The above assessment of supply by employers, implies some demand for qualified job applicants in this occupation. The most important part of this assessment is the evaluation of qualified. There are stringent standards for both POST training and hiring.

EXPERIENCE

DIRECT EXPERIENCE REQUIREMENTS FOR THIS OCCUPATION	EMPLOYEES HIRED AT THIS LEVEL OF EXPERIENCE (LAST 12 MONTHS):
---------------------------------------------------------------	--------------------------------------------------------------------------

NOT REQUIRED

100%

The county only requires that applicants be 21 years of age and be residents of California.

PROJECTIONS & TURNOVER

1992 Size:	400, medium
7 YEAR GROWTH	10
7 YEAR GROWTH RATE	2.5%, slower than average growth

TURNOVER	5% annually.
-----------------	--------------

TURNOVER: Employer hiring to fill opening from turnover accounted for all hiring during the last 12 months.

GROWTH: No growth was reported over the previous 12 months and the employer indicated that size would remain stable over the next three years.

COMPENSATION

<u>WAGES</u>	<u>LOW</u>	<u>HIGH</u>	<u>MEDIAN</u>
New, no experience	\$13.10	\$13.10	13.10
New, experienced	\$16.15	\$16.15	\$16.15
3 years with firm	\$19.60	\$19.60	\$19.60

<u>BENEFITS</u>	<u>% FULL-TIME EMPLOYEES</u>	<u>% PART-TIME EMPLOYEES</u>
PAID VACATION	100	0
PAID SICK LEAVE	100	0
RETIREMENT PLANS	100	0
MEDICAL INSURANCE	100	0
DENTAL INSURANCE	100	0
VISION INSURANCE	100	0
LIFE INSURANCE	100	0
CHILD CARE	0	0

GENERAL INFORMATION

✳️ **SKILLS** that are generally required include: **technical skills** such as possession of a Firearms Qualifications Card, public contact skills, ability to administer first aid and CPR, analyze and maintain good records; **physical skills** such as ability to pass a physical performance test, work outdoors in all weather conditions and good vision; **personal skills** such as multi-cultural familiarity, organization & time management, problem solving skills, willingness to work a flexible work schedule, ability to handle a crisis, work independently, under pressure and as part of a team and be emotional stable; and **basic skills** such as writing, grammar, spelling, verbal communication, basic math ability to follow instruction, and perform routine, repetitive work.

✳️ **EMERGING TECHNOLOGY AND SKILLS** sought by the employer includes use of computers and word processing skills.

✳️ **PROMOTIONAL OPPORTUNITIES** available for most employees include supervisor.

✳️ **OTHER RELEVANT INFORMATION** The survey also indicates that the occupation is a **non-traditional occupation for women** with 7% being female; that **unionized employees** are an unknown percentage; and **other job titles** are not utilized. The **selection process** can be lengthy and competitive only the most qualified will complete all the steps of the application process and graduation from the academy. In addition to training, applicants are required to pass pre-employment physical exams, physical performance tests, drug tests and psychology tests.

HOURS & SHIFTS

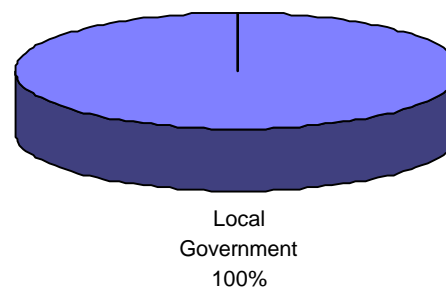
All employment opportunities in this occupation are full-time (40 hr/wk).

RECRUITMENT

<u>METHOD</u>	<u>% OF ALL POSITIONS FILLED LAST 12 MOS</u>
NEWSPAPER ADVERTISEMENTS	100
CURRENT EMPLOYEE REFERRALS	0
PRIVATE VOCATIONAL SCHOOLS:	0
IN-HOUSE PROMOTION OR TRANSFER	0
PRIVATE EMPLOYMENT AGENCIES	0
PUBLIC SCHOOLS AND TRAINING PROGRAMS	100
UNSOLICITED WALKINS:	100
EDD:	0
POLICE ACADEMIES	100

EMPLOYING INDUSTRIES

Sheriffs Deputies
Employment



D.O.T. Code: 377.263-010, 377.363-010, 377.667-xxx
1 firm, representing 285 employees responded to the survey.

TEACHERS- SPECIAL EDUCATION

OES Number 313110

Special Education Teachers teach elementary school subjects to educationally and physically handicapped students. Please include teachers who specialize and work with audibly and visually handicapped students and those who teach basic academic and life processes skills to the mentally retarded.

EDUCATION& TRAINING

EDUCATIONAL LEVEL OF EMPLOYEES HIRED DURING THE LAST 12 MONTHS	PERCENTAGE OF EMPLOYEES AT THIS EDUCATION LEVEL
-------------------------------------------------------------------	----------------------------------------------------

BACHELOR DEGREE	55%
GRADUATE STUDY	45%

Employers require a teaching certificate and a special education credential. Other training that sometimes is required includes special skills like speech or resource specialist. The teaching credential takes 5 years and the additional special education credential takes 1 more year of training.

The licensing authority for teachers is the State of California Commission on Teacher Credentialing in Sacramento. For information about credentialing contact at (916) 445-7254.

EXPERIENCE

DIRECT EXPERIENCE REQUIREMENTS FOR THIS OCCUPATION	EMPLOYEES HIRED AT THIS LEVEL OF EXPERIENCE (LAST 12 MONTHS):
-------------------------------------------------------	------------------------------------------------------------------

NOT REQUIRED	35%
3-6 MONTHS	10%
9 MONTHS	10%
12 MONTHS	15%
36 MONTHS	30%

Most employers in this occupation never or only sometimes require related work experience. Most employers will usually or always substitute training for experience.

EMPLOYER SUPPLY & DEMAND ASSESSMENT

DIFFICULTY FINDING QUALIFIED INEXPERIENCED APPLICANTS	Little difficulty
DIFFICULTY FINDING QUALIFIED <u>EXPERIENCED</u> APPLICANTS	Some difficulty

The above assessment of supply by employers suggests some over supply of qualified job applicants without experience in this occupation. However, experience requirements are not restrictive to the inexperienced and with continued growth projected, demand could exceed supply even for the inexperienced. Therefore, both the inexperienced and experienced should have improved opportunities with less competition in the next 3 years.

PROJECTIONS& TURNOVER

1992 SIZE:	820, large
7 YEAR GROWTH	370
7 YEAR GROWTH RATE	45.1%, much faster than average growth

TURNOVER	3.0% annually
-----------------	---------------

TURNOVER: Employer hiring to fill opening from turnover accounted for almost one half of all hiring during the last 12 months.

GROWTH: Employers reported a growth rate of 3% annually. Employers with the most employees indicated that they would grow over the next three years. Improved funding was one explanation.

COMPENSATION

	<u>Low</u>	<u>High</u>	<u>MEDIAN</u>
<u>WAGES</u>	<u>NON/UNION</u>	<u>NON/UNION</u>	<u>NON/UNION</u>
New, no experience	\$11.50/10.20	\$14.40/17.45	\$12.70/12.45
New, experienced	\$12.00/12.00	\$16.45/18.60	\$13.60/14.40
3 years with firm	\$12.95/12.30	\$19.15/18.60	\$14.60/14.40

<u>BENEFITS</u>	<u>% FULL-TIME</u> <u>EMPLOYEES</u>	<u>% PART-TIME</u> <u>EMPLOYEES</u>
PAID VACATION	40	5
PAID SICK LEAVE	100	5
RETIREMENT PLANS	85	25
MEDICAL INSURANCE	100	15
DENTAL INSURANCE	100	20
VISION INSURANCE	100	20
LIFE INSURANCE	55	15
CHILD CARE	0	0

GENERAL INFORMATION

✳️ **SKILLS** that are generally required include: **technical skills** such as classroom management, record keeping and supervision, multicultural familiarity, ability to plan and organize training programs and teach physical education, CPR and first aide training, and sign language, braille and lip reading skills when teaching deaf students; **physical skills** such as ability to stand and/or sit continuously for over 2 hours; **personal skills** such as organization & time management, attention to detail, problem solving skills, ability to work independently, under pressure and as part of a team; and **basic skills** such as writing, grammar, spelling, verbal communication, basic math, and perform routine, repetitive work.

✳️ **EMERGING TECHNOLOGY AND SKILLS** sought by most employers include use of computers particularly for desktop publishing and word processing. Some employers are also looking for skills in research, second languages, spreadsheet software and ability to collaborate.

✳️ **PROMOTIONAL OPPORTUNITIES** available for most employees include consultant, coordinator, department chair, director of special curriculum and principal.

✳️ **OTHER RELEVANT INFORMATION** The survey also indicates that the occupation is a **traditional occupation for women** with 85% being female; that **unionized employees** are at 86%; and **other job titles** include speech therapist, speech teacher, language speech specialist, resource specialists, special day class teacher, and adaptive PE school therapists.

D.O.T. Code: 094.107-010, 094.224-xxx, 094.227-xxx, 094.267-010, 099.227-042, 187.134-010, 195.227-018

15 firms, representing 997 employees responded to the survey.

HOURS & SHIFTS

Most employment opportunities in this occupation are full-time (35-40 hr/wk). There are a few part-time opportunities (15-33 hr/wk) in the county.

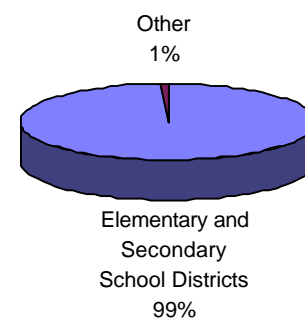
RECRUITMENT

<u>METHOD</u>	<u>% OF ALL POSITIONS FILLED LAST 12 MOS</u>
NEWSPAPER ADVERTISEMENTS	60
CURRENT EMPLOYEE REFERRALS	35
PRIVATE VOCATIONAL SCHOOLS:	5
IN-HOUSE PROMOTION OR TRANSFER	85
PRIVATE EMPLOYMENT AGENCIES	0
PUBLIC SCHOOLS AND TRAINING PROGRAMS	95
UNSOLICITED WALKINS:	55
EDD:	30

Employers reported also using professional publications, job fairs, mailing and postings..

EMPLOYING INDUSTRIES

Special Education Teacher Employment



CHAPTER 3:

TRAINING DIRECTORY

EASY REFERENCE GUIDE TO THE TRAINING DIRECTORY

Program Title	Training Provider	Degree	Prerequisites	Hours	Fees
Access Level I	Fresno City College Training Institute			7	\$99.00
Access Level II				6	\$99.00
Accounting					
Accounting					\$12,200.00
Accounting					\$8,150.00
Administration					
Administration					
Administration					\$6,292.19
Administration Officer					\$6,844.00
Administrative Assistant				30	\$5,507.86
Advanced Black Cosmetology	Hair Interns			382	\$1,668.75
Agriculture Animal Science	Kings River Community College	AS or Certificate of Achievement	Consult Catalog		
Agriculture Business					
Agriculture Business					
Agriculture Business					
Agriculture General					
Agriculture Mechanics Technology					
Agriculture Plant Science - Grape & Tree Management	Kings River Community College	AS or Certificate of Achievement	Consult Catalog		
Air Conditioning					
Animal Science					
Apartment Manager				192	\$2,630.00
Automated Office Skills Clerk	Advanced Computer Training School	Certificate	High School/GED, testing (TABE testing accepted in lieu of).	480	\$5,625.00

The Training Directory is sorted three ways:

1. First the directory is sorted by **program title**, allowing you to search for a field of interest and see what training providers offer that training.
2. Second, the directory is sorted by the name of the **training provider** so that you can locate a particular provider first and determine what vocational programs that they offer.
3. The last part of the directory is a list of **training providers phone numbers, addresses** and when supplied a contact.

It is important to realize that training programs do change throughout the year.
The reader should always contact the individual training provider to confirm that the data is still accurate.

Blank spaces indicate that data was not supplied, not available or not applicable.

The background for this page is the format used for the Training Directory. Although the format is somewhat self-explanatory, a legend can be found at the bottom of each page of the directory that defines the Prerequisites, Total Fees and Total Hours columns.

Prerequisites = Any basic requirements that must be met before enrolling in the program. Fees = The total amount of supplies plus tuition.

Hours = The total length of the program in hours.

Please consult the catalog for the most current fees. Fees listed in this directory are accurate as of July 1, 1995.

For more detailed information on any program, please consult the Fresno Private Industry Council's Skills Training Directory or contact the school directly.

TRAINING DIRECTORY
SORTED BY PROGRAM TITLE

TRAINING DIRECTORY - SORTED BY PROGRAM TITLE

Program Title	Training Provider	Degree	Prerequisites	Hours	Fees
Access Level I	Fresno City College Training Institute			7	\$99.00
Access Level II	Fresno City College Training Institute			6	\$99.00
Accounting	Fresno City College	Associates Degree	Consult Catalog		
Accounting	Heald Business Colleges	Associate Degree in Applied Science	HS/GED & Admissions exam	2040	\$12,200.00
Accounting	Heald Business Colleges	Specialist Diploma	HS/GED & Admissions exam	1380	\$8,150.00
Administration of Justice	Kings River Community College	AS or Certificate of Achievement	Consult Catalog		
Administration of Justice	West Hills Community College	Associates Degree	Consult Catalog		
Administration of Justice - Corrections Officer	San Joaquin Valley College, Inc.		Entrance exam, psychological exam, instructor interview	480	\$6,292.19
Administration of Justice - Loss Prevention Officer	San Joaquin Valley College, Inc.		Entrance exam, instructor interview	493	\$6,844.00
Administrative Assistant	Sierra Valley College			900	\$5,507.86
Advanced Black Cosmetology	Hair Interns			382	\$1,668.75
Agriculture Animal Science	Kings River Community College	AS or Certificate of Achievement	Consult Catalog		
Agriculture Business	Fresno City College	Associates Degree	Consult Catalog		
Agriculture Business	Kings River Community College	AS or Certificate of Achievement	Consult Catalog		
Agriculture Business	West Hills Community College	Associates Degree	Consult Catalog		
Agriculture General	Kings River Community College	AS or Certificate of Achievement	Consult Catalog		
Agriculture Mechanics Technician	West Hills Community College	Associates Degree	Consult Catalog		
Agriculture Plant Science - Grape & Tree Management	Kings River Community College	AS or Certificate of Achievement	Consult Catalog		
Air Conditioning	Fresno City College	Certificate of Achievement	Consult Catalog		
Animal Science	West Hills Community College	Associates Degree or Certificate	Consult Catalog		
Apartment Manager	MTMA Schools, Inc.			192	\$2,630.00
Automated Office Skills Clerk	Advanced Computer Training School	Certificate	High School/GED, testing (TABE testing accepted in lieu of).	480	\$5,625.00

Prerequisites = Any basic requirements that must be met before enrolling in the program.

Fees = The total amount of supplies plus tuition.

Hours = The total length of the program in hours.

Please consult the catalog for the most current fees. Fees listed in this directory are accurate as of July 1, 1995.

For more detailed information on any program, please consult the Fresno Private Industry Council's Skills Training Directory or contact the school directly.

TRAINING DIRECTORY - SORTED BY PROGRAM TITLE

Program Title	Training Provider	Degree	Prerequisites	Hours	Fees
Automated Office Skills Clerk and GED	Advanced Computer Training School	Certificate & GED	TABE level D 8.9, all levels.	523	\$5,625.00
Automated Office Skills w/ Desktop Publishing	Advanced Computer Training School	Certificate	High School/GED, testing (TABE testing accepted in lieu of).	480	\$5,625.00
Automated Office Skills w/ Desktop Publishing & GED	Advanced Computer Training School	Certificate & GED	TABE level D 8.9, all levels.	523	\$5,625.00
Automated Office Specialist I	Fresno Institute of Technology			780	\$4,800.00
Automated Office Specialist I, (Partial Program)	Fresno Institute of Technology			520	\$3,426.20
Automated Office Specialist II, Medical Emphasis	Fresno Institute of Technology			780	\$4,800.00
Automated Office Specialist II, Medical Emphasis (Partial Program)	Fresno Institute of Technology			546	\$3,583.76
Automotive Technician	Fresno City College	Associates Degree			\$2,198.00
Automotive Technology	Kings River Community College				\$1,220.00
Automotive Technology	West Hills Community College	Associates Degree or Certificate	Consult Catalog		
Automotive Technology - Ford ASSET Program	Fresno City College	Associates Degree	Consult Catalog		
Automotive Technology - GM ASEP Program	Fresno City College	Associates Degree	Consult Catalog		
Automotive Technology I	Hi-Tech Vocational Institute	Eligible for licensing		700	\$6,280.00
Automotive Technology II	Hi-Tech Vocational Institute	Eligible for licensing		500	\$4,930.00
Aviation Maintenance Technician	San Joaquin Valley College, Inc.	FAA license eligible.			
Aviation MTCE Tech (Power Plant)	Kings River Community College				\$788.00
Basic Industrial Education	R.O.A.D. Schools	Forklift Operator certification		161	\$1,100.00
Body Fender & Paint Tech.	Fresno City College - Vocational Training Center			900	\$205.00
Bookkeeping	Quality College of Health Care Careers			300	\$2,700.00
Bookkeeping/Accounting	Clovis Adult Education			870	
Bookkeeping/Basic Accounting	Fresno City College Training Institute			12.5	\$119.00
Brakes, Suspension & Steering Tech	Fresno City College - Vocational Training Center			600	\$235.00
Build Your Own Personal Computer	Fresno City College Training Institute			5	\$125.00

Prerequisites = Any basic requirements that must be met before enrolling in the program.

Fees = The total amount of supplies plus tuition.

Hours = The total length of the program in hours.

Please consult the catalog for the most current fees. Fees listed in this directory are accurate as of July 1, 1995.

For more detailed information on any program, please consult the Fresno Private Industry Council's Skills Training Directory or contact the school directly.

TRAINING DIRECTORY - SORTED BY PROGRAM TITLE

Program Title	Training Provider	Degree	Prerequisites	Hours	Fees
Building Custodian	Quality College of Health Care Careers	Certificate		80	\$1,225.00
Building Safety & Code Administration	Fresno City College	Associates Degree	Consult Catalog		
Business	West Hills Community College	Associates Degree or Certificate	Consult Catalog		
Business Administration	Fresno City College	Associates Degree	Consult Catalog		
Business Administration	San Joaquin Valley College, Inc.		Entrance exam. Contact school for other requirements.	660	\$7,515.00
Business Administration Assistant	San Joaquin Valley College, Inc.		Entrance exam, recommendation from agency coordinator; agency approval	660	\$6,376.62
Business Administration	West Hills Community College	Associates Degree	Consult Catalog		
Business Management	Heald Business Colleges	Associate Degree in Applied Science	HS/GED & Admissions exam	2040	\$12,200.00
Business Management (Night School Program)	Heald Business Colleges	Associate Degree in Applied Science	HS/GED & Admissions exam	1440	\$13,400.00
Business Office Occupations - Admin Assistant	Fresno City College	Certificate	Consult Catalog		
Business Office Occupations - Clerical	Fresno City College	Certificate	Consult Catalog		
Business Office Occupations - Leag Admin Assist	Fresno City College	Certificate	Consult Catalog		
Business Office Occupations - Medical Admin Assist	Fresno City College	Certificate	Consult Catalog		
Business Office Occupations - Medical Receptionist	Fresno City College	Certificate	Consult Catalog		
Business Office Occupations - Medical Transcriptionist	Fresno City College	Certificate	Consult Catalog		
Business Office Occupations - Word Processor	Fresno City College	Certificate	Consult Catalog		
Business Office Skills Clerk	Advanced Computer Training School	Certificate	High School/GED, testing (TABE testing accepted in lieu of).	320	\$3,425.00
Business Office Skills Clerk and GED	Advanced Computer Training School	Certificate & GED	TABE level D 8.9, all levels.	363	\$3,425.00
Cabinetmaking Technology	Fresno City College	Certificate of Achievement			\$2,349.00
Cardiopulmonary Resuscitation (CPR)	Fresno City College Training Institute			8	\$49.00
Certified Nurse Assistant/Home Health Aide	Clovis Adult Education	Eligible for CNA/HHA certificates.		330	\$506.00
Certified Nursing Assistant, Home Health Aide	Fresno Adult School	Eligible for state CNA/HHA		330	\$370.00

Prerequisites = Any basic requirements that must be met before enrolling in the program.

Fees = The total amount of supplies plus tuition.

Hours = The total length of the program in hours.

Please consult the catalog for the most current fees. Fees listed in this directory are accurate as of July 1, 1995.

For more detailed information on any program, please consult the Fresno Private Industry Council's Skills Training Directory or contact the school directly.

TRAINING DIRECTORY - SORTED BY PROGRAM TITLE

Program Title	Training Provider	Degree	Prerequisites	Hours	Fees
		certification exam			
Child Development	Fresno City College	AS or Certificate	Consult Catalog		
Child Development	Kings River Community College	AS or Certificate of Achievement	Consult Catalog		
Chiropractic Assistant	Quality College of Health Care Careers	Certificate		240	\$1,495.00
Clean Air Car (Smog Certificate)	Fresno City College	Smog Certificate eligible			
Clean Air Car Course I	Hi-Tech Vocational Institute	Eligible for licensing		500	\$5,009.00
Clean Air Car Course II	Hi-Tech Vocational Institute	Eligible for licensing		200	\$1,618.00
Computer Aided Design (Auto CAD I & II)	Fresno City College Training Institute		Know fundamentals of Auto CAD	24	\$320.00
Computer Applications	Heald Business Colleges	Specialist Diploma	HS/GED & Admissions exam	1380	\$8,150.00
Computer Applications	Heald Business Colleges	Associate Degree in Applied Science	HS/GED & Admissions exam	2040	\$12,200.00
Computer Business Clerk	Advanced Computer Training School	Certificate	High School/GED, testing (TABE testing accepted in lieu of).	240	\$2,925.00
Computer Business Clerk and GED	Advanced Computer Training School	Certificate & GED	TABE level D 8.9, all levels.	283	\$2,925.00
Computer Electronic Tech	Fresno Institute of Technology			936	\$7,200.00
Computer Electronic Tech/Computer Emphasis	Fresno Institute of Technology			624	\$4,387.16
Computer Electronic Tech/Electronics Emphasis	Fresno Institute of Technology			624	\$4,387.16
Computer Repair	Fresno City College Training Institute			19	\$450.00
Computer Repair Technician	Community Trade and Technical Institute			480	\$6,665.00
Computer Science	Kings River Community College	Associate of Science Degree	Consult Catalog		
Computer Service Technician	National Training Institute, Inc.	Certificate		480	\$7,693.00
Computerized Accounting	Fresno City College - Vocational Training Center			600	\$310.00
Computerized Accounting Clerk	Microcomputer Education Center	Certificate		720	\$6,895.00
Computer Information Systems	West Hills Community College	Associates Degree or Certificate	Consult Catalog		
Construction	Fresno City College	Certificate of Achievement	Consult Catalog		

Prerequisites = Any basic requirements that must be met before enrolling in the program.

Fees = The total amount of supplies plus tuition.

Hours = The total length of the program in hours.

Please consult the catalog for the most current fees. Fees listed in this directory are accurate as of July 1, 1995.

For more detailed information on any program, please consult the Fresno Private Industry Council's Skills Training Directory or contact the school directly.

TRAINING DIRECTORY - SORTED BY PROGRAM TITLE

Program Title	Training Provider	Degree	Prerequisites	Hours	Fees
Construction Trade Worker (STEPP)	Clovis Adult Education		Participants must meet all JTPA eligibility requirements.	1080	\$132.00
Cosmetologist (F/T status)	Lyle's College of Beauty	Eligible for state license.		1600	\$4,867.40
Cosmetologist (P/T status)	Lyle's College of Beauty	Eligible for state license.		1600	\$4,867.40
Cosmetology	Hair Interns	Eligible for Cosmetology license after completion of program.		1600	\$5,784.88
Cosmetology Instructor Trainee	Hair Interns	Eligible for Cosmetology Instructor license after completion of program.		600	\$2,798.14
Criminology Police & Law Enforcement Optio	Fresno City College	Certificate of Achievement	Consult Catalog		
Crop Science	West Hills Community College	Associates Degree or Certificate	Consult Catalog		
Custodial/Janitor	Fresno Adult School		ABE Low advanced 114, ESL high Inter. 104.	270	
Data Entry	Kings River Community College	Certificate of Completion	Consult Catalog		
Data Entry Operator	Fresno City College	Certificate of Achievement	Consult Catalog		
Dental Assistant	Kings River Community College				\$2,027.00
Dental Assistant	San Joaquin Valley College, Inc.		Must pass SJVC examine and meet program requirements.	720	\$7,494.00
Dental Assistant	San Joaquin Valley College, Inc.		Entrance exam, instructor interview	720	\$6,598.02
Dental Assisting	Kings River Community College	AS or Certificate of Achievement	Consult Catalog		
Dental Hygiene	Fresno City College	Associates Degree	Consult Catalog		
Desktop Publishing	Clovis Adult Education			730	
Diesel Technology	West Hills Community College	Associates Degree or Certificate	Consult Catalog		
Dietary Aide	Fresno City College	Certificate	Consult Catalog		
Dietetic Assistant	Fresno City College	Associates Degree			\$827.00

Prerequisites = Any basic requirements that must be met before enrolling in the program.

Fees = The total amount of supplies plus tuition.

Hours = The total length of the program in hours.

Please consult the catalog for the most current fees. Fees listed in this directory are accurate as of July 1, 1995.

For more detailed information on any program, please consult the Fresno Private Industry Council's Skills Training Directory or contact the school directly.

TRAINING DIRECTORY - SORTED BY PROGRAM TITLE

Program Title	Training Provider	Degree	Prerequisites	Hours	Fees
Drafting	Fresno City College	Certificate of Achievement	Consult Catalog		
Early Childhood Education	West Hills Community College	Associates Degree or Certificate	Consult Catalog		
Educational Assistant	West Hills Community College	Certificate	Consult Catalog		
Electrocardiogram (EKG) and Interpretation Skill Training	Fresno City College Training Institute				\$295.00
Electronic Equipment Repair	National Training Institute, Inc.	Certificate		480	\$7,500.00
Electronic Medical Records Technician	Community Trade and Technical Institute			474	\$6,590.00
Electronic Medical Records Technician	Community Trade and Technical Institute			474	\$6,590.00
Electronics Technician	Fresno City College	Certificate of Achievement	Consult Catalog		
Electronics Technology	Heald Business Colleges	Technician Certificate	HS/GED & Admissions exam	1150	\$9,550.00
Electronics Technology	Heald Business Colleges	Associate Degree in Applied Science	HS/GED & Admissions exam	1700	\$14,300.00
Emergency Medical Technician 1A(Primary)	Fresno City College Training Institute				\$295.00
Emergency Medical Technician 1A-(Primary)	Fresno City College Training Institute			120	\$295.00
EMT - 1A (Re-certification)	Fresno City College Training Institute		An expired EMT permit.	28	\$119.00
English	Kings River Community College	Associate of Science Degree	Consult Catalog		
Environmental Hazardous Materials Technician	Fresno City College	Certificate of Achievement	Consult Catalog		
Equine Science	West Hills Community College	Associates Degree or Certificate	Consult Catalog		
Excel for Windows - Level II	Fresno City College Training Institute			7	\$99.00
Excel for Windows 5.0- Level I	Fresno City College Training Institute			7	\$99.00
Executive Housekeeping Management Program	Fresno City College Training Institute			330	
Exporting Basics	Fresno City College Training Institute			3	\$35.00
Fashion Merchandising	Kings River Community College	AS or Certificate of Achievement	Consult Catalog		
FCC General Fees	Fresno City College		This should be used when there are courses that the participant needs before enrolling in occupational curriculum.		
Fine Arts	Kings River Community College	Associate of Arts	Consult Catalog		

Prerequisites = Any basic requirements that must be met before enrolling in the program.

Fees = The total amount of supplies plus tuition.

Hours = The total length of the program in hours.

Please consult the catalog for the most current fees. Fees listed in this directory are accurate as of July 1, 1995.

For more detailed information on any program, please consult the Fresno Private Industry Council's Skills Training Directory or contact the school directly.

TRAINING DIRECTORY - SORTED BY PROGRAM TITLE

Program Title	Training Provider	Degree	Prerequisites	Hours	Fees
Fluoroscopy	Fresno City College Training Institute			40	\$189.00
Food Science	Kings River Community College	Certificate of Completion	Consult Catalog		
Forest/Park Technology	Kings River Community College	Associate Degree			\$2,360.00
General Business	Kings River Community College	AS or Certificate of Achievement	Consult Catalog		
General Fees	West Hills Community College		This should be used when there are courses that the participant needs before enrolling in occupational curriculum.		
General Medical Office Clerk	Quality College of Health Care Careers			240	\$2,700.00
General Office	Clovis Adult Education			661	
General Office - Secretarial	Kings River Community College	AS or Certificate of Achievement	Consult Catalog		
Geographic Info System and ARC View, Level I	Fresno City College Training Institute			8	\$99.00
Geographic Info System and ARC View, Level II	Fresno City College Training Institute			8	\$99.00
Health Care Administration Assistant	San Joaquin Valley College, Inc.		Entrance exam, recommendation from agency coordinator; agency approval	660	\$6,154.29
Health Care Administration/Medical Assistant	San Joaquin Valley College, Inc.	Certificate	Entrance exam, instructor interview	650	\$6,681.38
Health Science (General)	West Hills Community College	Associates Degree	Consult Catalog		
Health Unit Coordinator	Quality College of Health Care Careers			300	\$3,000.00
Heating, Vent, Refrig & Air Conditioning Tech (HVAC)	San Joaquin Valley College, Inc.	Certificate	Entrance exam (including mechanical reasoning), instructor interview, Agency recommendation and approval.	998	\$7,743.27
Heating, Ventilation, Refrig & Air Conditioning Tech (HVAC) (9mo)	San Joaquin Valley College, Inc.	Certificate	Entrance exam (including mechanical reasoning), instructor interview, Agency recommendation and approval.	828	\$7,743.27
Heavy Equipment Operator	West Hills Community College				\$235.00
Home Health Care Concepts	Fresno City College Training Institute		Newly RN or established RN.	15	\$189.00
Hotel/Motel, Apartment, Mobile Home & RV Park Manager	MTMA Schools, Inc.			320	\$4,118.00
Human Anatomy & Physiology	Fresno City College Training Institute			36	\$169.00
Improving Productivity Through Teamwork	Fresno City College Training Institute			7.5	\$139.00
Industrial Electrical Controls -Level 1	Fresno City College Training Institute				\$295.00

Prerequisites = Any basic requirements that must be met before enrolling in the program.

Hours = The total length of the program in hours.

Please consult the catalog for the most current fees. Fees listed in this directory are accurate as of July 1, 1995.

For more detailed information on any program, please consult the Fresno Private Industry Council's Skills Training Directory or contact the school directly.

TRAINING DIRECTORY - SORTED BY PROGRAM TITLE

Program Title	Training Provider	Degree	Prerequisites	Hours	Fees
Industrial Electrical Controls -Level II	Fresno City College Training Institute				\$295.00
Industrial Technology - Construction	Fresno City College	Associates Degree	Consult Catalog		
Industrial Technology - Manufacturing	Fresno City College	Associates Degree	Consult Catalog		
Information Systems	Fresno City College	AS or Certificate	Consult Catalog		
Information Systems	Kings River Community College	AS or Certificate of Achievement	Consult Catalog		
International Marketing Certificate Program	Fresno City College Training Institute				\$395.00
Internet Basics	Fresno City College Training Institute			13	\$149.00
Internet: Going Global	Fresno City College Training Institute		Not for beginners.	6	\$79.00
Introduction to Computers	Fresno City College Training Institute			7	\$99.00
KRCC General Fees	Kings River Community College		This should be used when there are courses that the participant needs before enrolling in occupational curriculum.		
Landscape Horticulture	Kings River Community College	AS or Certificate of Achievement	Consult Catalog		
Landscape Horticulture - Maintenance	Kings River Community College	AS or Certificate of Achievement	Consult Catalog		
Legal Office Administration	Heald Business Colleges	Associate Degree in Applied Science	HS/GED & Admissions exam	2040	\$12,200.00
Library Technology	Fresno City College	AS & Certificate	Consult Catalog		
Licensed Vocational Nurse (LVN)	Clovis Adult Education	Eligible for LVN license.		1589	\$2,000.00
LVN Prerequisites	Clovis Adult Education				
Maintenance Mechanic	Fresno City College - Vocational Training Center			900	\$240.00
Management	Fresno City College	AS or Certificate	Consult Catalog		
Management	Kings River Community College	AS or Certificate of Achievement	Consult Catalog		
Manicuring & Pedicuring	Hair Interns	Eligible for Manicurist license after completion of program.		350	\$2,835.25
Manicurist	Lyle's College of Beauty	Eligible for state license.		400	\$3,017.57
Manufacturing Technology	Fresno City College	Certificate of Achievement	Consult Catalog		

Prerequisites = Any basic requirements that must be met before enrolling in the program.

Fees = The total amount of supplies plus tuition.

Hours = The total length of the program in hours.

Please consult the catalog for the most current fees. Fees listed in this directory are accurate as of July 1, 1995.

For more detailed information on any program, please consult the Fresno Private Industry Council's Skills Training Directory or contact the school directly.

TRAINING DIRECTORY - SORTED BY PROGRAM TITLE

Program Title	Training Provider	Degree	Prerequisites	Hours	Fees
Manufacturing Technology	Kings River Community College				
Marketing	Fresno City College	AS or Certificate	Consult Catalog		
Marketing/Retailing Fashion	Fresno City College	AS or Certificate	Consult Catalog		
Massage Therapy	Quality College of Health Care Careers	Certificate	18+years of age. Have either a H.S. diploma or a GED certificate and complete the Quality College entrance exam.	150	\$1,474.00
Math for Health Professionals	Fresno City College Training Institute			8	\$89.00
Mechanical Drafting (Electronic)	Clovis Adult Education		Drafting I	540	\$115.00
Medical Assistant	San Joaquin Valley College, Inc.				
Medical Assistant (back office) II	Clovis Adult Education			334	\$740.00
Medical Assistant - Clinician	Fresno City College	Associates Degree	Consult Catalog		
Medical Assistant I	Clovis Adult Education			870	\$500.00
Medical Assisting/Home Health Care Provider	San Joaquin Valley College, Inc.	CNA license eligible	Entrance exam, instructor interview	684	\$6,615.42
Medical Billing Clerk	Advanced Computer Training School	Certificate	High School/GED, testing (TABE testing accepted in lieu of).	400	\$4,725.00
Medical Billing Clerk and GED	Advanced Computer Training School	Certificate & GED	TABE level D 8.9, all levels.	443	\$4,725.00
Medical Billing I	Quality College of Health Care Careers	Certificate	18+years of age. Have either a H.S. diploma or a GED certificate and complete the Quality College entrance exam.	120	\$1,495.00
Medical Office Administration	Heald Business Colleges	Specialist Diploma	HS/GED & Admissions exam	1380	\$8,150.00
Medical Office Administration	Heald Business Colleges	Associate Degree in Applied Science	HS/GED & Admissions exam	2040	\$12,200.00
Medical Office Clerk	Microcomputer Education Center	Certificate		720	\$6,895.00
Medical Office Methods -Level I	Fresno City College Training Institute		Basic typing, Med. terminology recommended	60	\$219.00
Medical Office Methods -Level II	Fresno City College Training Institute		Med. Office Methods I or instructor OK.		\$245.00
Medical Office Procedures and Intro to Billing	Fresno City College Training Institute		Basic typing skills.		\$189.00
Medical Record Technician	Fresno City College	Associates Degree	Consult Catalog		
Medical Records Technician	Advanced Computer Training School	Certificate	High School/GED, testing (TABE testing accepted in lieu of).	480	\$5,625.00
Medical Records Technician and GED	Advanced Computer Training School	Certificate & GED	TABE level D 8.9, all levels.	523	\$5,625.00

Prerequisites = Any basic requirements that must be met before enrolling in the program.

Hours = The total length of the program in hours.

Please consult the catalog for the most current fees. Fees listed in this directory are accurate as of July 1, 1995.

For more detailed information on any program, please consult the Fresno Private Industry Council's Skills Training Directory or contact the school directly.

TRAINING DIRECTORY - SORTED BY PROGRAM TITLE

Program Title	Training Provider	Degree	Prerequisites	Hours	Fees
Medical Terminology	Fresno City College Training Institute			35	\$169.00
Medical-Legal Transcriptionist	San Joaquin Valley College, Inc.		Entrance exam, recommendation from agency coordinator; agency approval	660	\$6,536.12
Microbiology and Pharmacology	Fresno City College Training Institute			60	\$289.00
Microcomputer & Manual Accounting	Advanced Computer Training School	Certificate	High School/GED, testing (TABE testing accepted in lieu of).	575	\$5,975.00
Microcomputer & Manual Accounting/GED	Advanced Computer Training School	Certificate & GED	TABE level D 8.9, all levels.	618	\$5,975.00
Microcomputer Operator	Microcomputer Education Center	Certificate		720	\$6,895.00
Microsoft Windows 3.1	Fresno City College Training Institute			7	\$99.00
MS DOS 6.22 Level 1	Fresno City College Training Institute			7	\$99.00
Multiple Subject Teaching Credential	National University			984	\$10,286.00
Network Cabling, Basic Commands	Fresno City College Training Institute			3	\$89.00
Networking Technology Applications	Fresno City College Training Institute			3	\$69.00
Notary Public Training Seminar	Fresno City College Training Institute			6	\$89.00
Office Administration	Sierra Valley College			900	\$5,446.65
Office Administration (Professional Secretary)	San Joaquin Valley College, Inc.		Entrance exam, recommendation from agency coordinator; agency approval	660	\$6,329.12
Office Assistant	Fresno City College - Vocational Training Center			600	\$310.00
Office Automation	Community Trade and Technical Institute			360	\$4,640.00
Office Automation (Day Course)	Community Trade and Technical Institute			360	\$4,640.00
Office Automation (Night Course)	Community Trade and Technical Institute			360	\$4,640.00
Office Automation Technician w/ Desktop Publishing	Microcomputer Education Center	Certificate		480	\$5,434.00
Office Automation/GED	Community Trade and Technical Institute			462	\$5,753.00
Office Automation/GED	Community Trade and Technical Institute			462	\$5,753.00
Office Automation: Application Software	Fresno City College Training Institute			72	\$479.00
Office Automation: Office Productivity	Fresno City College Training Institute			72	\$479.00
Office Management	Sierra Valley College			1200	\$7,404.29

Prerequisites = Any basic requirements that must be met before enrolling in the program. Fees = The total amount of supplies plus tuition.

Hours = The total length of the program in hours.

Please consult the catalog for the most current fees. Fees listed in this directory are accurate as of July 1, 1995.

For more detailed information on any program, please consult the Fresno Private Industry Council's Skills Training Directory or contact the school directly.

TRAINING DIRECTORY - SORTED BY PROGRAM TITLE

Program Title	Training Provider	Degree	Prerequisites	Hours	Fees
Office Management & Technologies	West Hills Community College	Associates Degree or Certificate	Consult Catalog		
Office Management/Clerk Typist	West Hills Community College	Certificate	Depends on course selection	580	\$967.00
Office Skills Administration	Heald Business Colleges	Associate Degree in Applied Science	HS/GED & Admissions exam	2040	\$12,200.00
Office Skills Administration	Heald Business Colleges	Specialist Diploma	HS/GED & Admissions exam	1380	\$8,150.00
Paralegal	Fresno City College	AS or Certificate	Consult Catalog		
Paralegal	Quality College of Health Care Careers	Certificate		448	\$3,975.00
Paralegal	San Joaquin College of Law		30 units college, admission test, letters of reference/recommendation & resu	315	\$4,055.00
Patient Care Skills	Fresno City College Training Institute			8	\$69.00
Payroll Taxes and Information Returns	Fresno City College Training Institute			4	\$69.00
PC Networking, An Introduction	Fresno City College Training Institute			3	\$69.00
Pharmacology	Fresno City College Training Institute			30	\$159.00
Pharmacy Technician	Fresno City College Training Institute			240	\$1,950.00
Pharmacy Technician	Quality College of Health Care Careers	Eligible for national exam (not required for employment)		240	\$2,700.00
Pharmacy Technician	San Joaquin Valley College, Inc.			700	\$7,494.00
Pharmacy Technician (Night)	Quality College of Health Care Careers	Eligible for national exam (not required for employment)		240	\$2,700.00
Phlebotomist	Fresno City College Training Institute			160	\$1,040.00
Phlebotomy Technician	Community Trade and Technical Institute	Eligible to test for national accreditation.		528	\$5,675.00
Phlebotomy Technician	Community Trade and Technical Institute	Eligible to test for national accreditation.		528	\$5,675.00
Physical Therapy Aide	Quality College of Health Care Careers		18+years of age. Have either a H.S. diploma or a GED certificate and comp the Quality College entrance exam.	150	\$1,474.00
Plumbing	Fresno City College	Certificate of Achievement	Consult Catalog		

Prerequisites = Any basic requirements that must be met before enrolling in the program.

Hours = The total length of the program in hours.

Please consult the catalog for the most current fees. Fees listed in this directory are accurate as of July 1, 1995.

For more detailed information on any program, please consult the Fresno Private Industry Council's Skills Training Directory or contact the school directly.

TRAINING DIRECTORY - SORTED BY PROGRAM TITLE

Program Title	Training Provider	Degree	Prerequisites	Hours	Fees
Police Academy	Fresno City College	Certificate of Completion	Consult Catalog		
Police Cadet	Fresno Police Department		Clean DMV, no warrants, physical, and satisfactory credit history.	1960	\$500.00
Power Point Level 1	Fresno City College Training Institute			7	\$99.00
Printing Technology	Fresno City College	Certificate of Achievement	Consult Catalog		
Professional Sales Training	National Training Institute, Inc.	Certificate		180	\$3,900.00
Programmable Logic Controllers	Fresno City College Training Institute			21	\$335.00
Quickbooks for Windows 3.0- Level 1	Fresno City College Training Institute			7	\$99.00
Quickbooks for Windows 3.0- Level 2	Fresno City College Training Institute			7	\$99.00
Quicken for Windows 4.0 Level 1	Fresno City College Training Institute			7	\$99.00
Quicken for Windows 4.0 Level 2	Fresno City College Training Institute			7	\$99.00
Radiologic Technology	Fresno City College	Associates Degree	Consult Catalog		
Real Estate Broker/Sales	Fresno City College	License Eligible	Consult Catalog		
Real Estate Escrow	Fresno City College		Consult Catalog		
Real Estate Housing Management	Fresno City College		Consult Catalog		
Receptionist	Kings River Community College	Certificate of Completion	Consult Catalog		
Registered Nursing	Fresno City College	Associates Degree & License Eligible	Consult Catalog		
Respiratory Care Practitioner	Fresno City College	Associates Degree	Consult Catalog		
Respiratory Care Technician	San Joaquin Valley College, Inc.	Certificate	Entrance exam. Contact school for other requirements.	1550	\$11,629.00
Respriatory Care Technician	San Joaquin Valley College, Inc.		Must pass SJVC examine and meet program requirements.	1550	\$11,629.00
Secretary/Word Processing	West Hills Community College	Certificate	Consult Catalog.		\$953.00
Small Business Management	Kings River Community College	AS or Certificate of Achievement	Consult Catalog		
Supervisory Development 1; Managing Individual Performance	Fresno City College Training Institute			7.5	\$139.00
Supervisory Development 2; Managing Individual Performance	Fresno City College Training Institute			7.5	\$139.00

Prerequisites = Any basic requirements that must be met before enrolling in the program.

Hours = The total length of the program in hours.

Please consult the catalog for the most current fees. Fees listed in this directory are accurate as of July 1, 1995.

For more detailed information on any program, please consult the Fresno Private Industry Council's Skills Training Directory or contact the school directly.

TRAINING DIRECTORY - SORTED BY PROGRAM TITLE

Program Title	Training Provider	Degree	Prerequisites	Hours	Fees
Surgical Technologist	Fresno City College Training Institute			140	\$1,725.00
Teacher Aide	Fresno City College	AS or Certificate	Consult Catalog		
Travel Administration Specialist	San Joaquin Valley College, Inc.	Institute of Cert. Travel Agent exam.	Entrance exam, instructor interview	600	\$5,392.72
Truck Driver	Truck Driving Academy	Class A Drivers License eligible.		330	\$3,990.00
Truck Driver	Truck Driving Academy	Class A Drivers License eligible.		330	\$3,990.00
Truck Driver	West Hills Community College	Class A Drivers License eligible.		244	\$343.00
Truck Driver (day student)	Western Pacific Truck School	Class A Drivers License eligible.	HS/GED, DoT physical, DMV record, drivers license and Social Security C	160	\$3,212.00
Truck Driver (night student)	Western Pacific Truck School	Class A Drivers License eligible.	HS/GED, DoT physical, DMV record, drivers license and Social Security C	160	\$3,212.00
Truck Driver (summer session)	West Hills Community College	Class A Drivers License eligible.			\$343.00
Tune-up & Emission Control Tech.	Fresno City College - Vocational Training Center			600	\$260.00
Ultrasound/Echo Technician (Day Course)	Community Trade and Technical Institute	Certificate		624	\$8,640.00
Ultrasound/Echo Technician (Night Course)	Community Trade and Technical Institute	Certificate		624	\$8,640.00
Veterinary Technician	San Joaquin Valley College, Inc.		Entrance exam, instructor interview	660	\$6,204.82
Water Utility Science	Fresno City College	Certificate of Achievement	Consult Catalog		
Welding Technology	Fresno City College	Certificate of Achievement	Consult Catalog		
Welding Technology	West Hills Community College	Associates Degree or Certificate	Consult Catalog		
Word for Window 6.0 - Level 2	Fresno City College Training Institute			7	\$99.00
Word for Window 6.0 - Level 3	Fresno City College Training Institute			7	\$99.00
Word for Windows 6.0- Level 1	Fresno City College Training Institute			7	\$99.00
Word Processing	Kings River Community College	AS or Certificate of Achievement	Consult Catalog		
Word Processor	Clovis Adult Education			814	
Word Processor	Microcomputer Education Center	Certificate		240	\$2,603.00

Prerequisites = Any basic requirements that must be met before enrolling in the program.

Hours = The total length of the program in hours.

Please consult the catalog for the most current fees. Fees listed in this directory are accurate as of July 1, 1995.

For more detailed information on any program, please consult the Fresno Private Industry Council's Skills Training Directory or contact the school directly.

TRAINING DIRECTORY - SORTED BY PROGRAM TITLE

Program Title	Training Provider	Degree	Prerequisites	Hours	Fees
WordPerfect 6.0- DOS Level 1	Fresno City College Training Institute			7	\$99.00
WordPerfect 6.0- DOS Level 2	Fresno City College Training Institute			7	\$99.00
WordPerfect 6.0- DOS Level 3	Fresno City College Training Institute			7	\$99.00
WordPerfect for Windows 6.1- Level 1	Fresno City College Training Institute			7	\$99.00
WordPerfect for Windows 6.1- Level 2	Fresno City College Training Institute			7	\$99.00
WordPerfect for Windows 6.1- Level 3	Fresno City College Training Institute			7	\$99.00
Working Smarter Using Time & Resource Management	Fresno City College Training Institute			7.5	\$139.00

Prerequisites = Any basic requirements that must be met before enrolling in the program.

Fees = The total amount of supplies plus tuition.

Hours = The total length of the program in hours.

Please consult the catalog for the most current fees. Fees listed in this directory are accurate as of July 1, 1995.

For more detailed information on any program, please consult the Fresno Private Industry Council's Skills Training Directory or contact the school directly.

TRAINING DIRECTORY
SORTED BY TRAINING PROVIDER

TRAINING DIRECTORY - SORTED BY TRAINING PROVIDER

Training Provider	Program Title	Degree	Prerequisites	Hours	Fees
Advanced Computer Training School	Automated Office Skills Clerk	Certificate	High School/GED, testing (TABE testing accepted in lieu of).	480	\$5,625.00
Advanced Computer Training School	Automated Office Skills Clerk and GED	Certificate & GED	TABE level D 8.9, all levels.	523	\$5,625.00
Advanced Computer Training School	Automated Office Skills w/ Desktop Publishing	Certificate	High School/GED, testing (TABE testing accepted in lieu of).	480	\$5,625.00
Advanced Computer Training School	Automated Office Skills w/ Desktop Publishing & GED	Certificate & GED	TABE level D 8.9, all levels.	523	\$5,625.00
Advanced Computer Training School	Business Office Skills Clerk	Certificate	High School/GED, testing (TABE testing accepted in lieu of).	320	\$3,425.00
Advanced Computer Training School	Business Office Skills Clerk and GED	Certificate & GED	TABE level D 8.9, all levels.	363	\$3,425.00
Advanced Computer Training School	Computer Business Clerk	Certificate	High School/GED, testing (TABE testing accepted in lieu of).	240	\$2,925.00
Advanced Computer Training School	Computer Business Clerk and GED	Certificate & GED	TABE level D 8.9, all levels.	283	\$2,925.00
Advanced Computer Training School	Medical Billing Clerk	Certificate	High School/GED, testing (TABE testing accepted in lieu of).	400	\$4,725.00
Advanced Computer Training School	Medical Billing Clerk and GED	Certificate & GED	TABE level D 8.9, all levels.	443	\$4,725.00
Advanced Computer Training School	Medical Records Technician	Certificate	High School/GED, testing (TABE testing accepted in lieu of).	480	\$5,625.00
Advanced Computer Training School	Medical Records Technician and GED	Certificate & GED	TABE level D 8.9, all levels.	523	\$5,625.00
Advanced Computer Training School	Microcomputer & Manual Accounting	Certificate	High School/GED, testing (TABE testing accepted in lieu of).	575	\$5,975.00
Advanced Computer Training School	Microcomputer & Manual Accounting/GED	Certificate & GED	TABE level D 8.9, all levels.	618	\$5,975.00
Clovis Adult Education	Bookkeeping/Accounting			870	
Clovis Adult Education	Certified Nurse Assistant/Home Health Aide	Eligible for CNA/HHA certificates.		330	\$506.00
Clovis Adult Education	Construction Trade Worker (STEPP)		Participants must meet all JTPA eligibility requirements.	1080	\$132.00
Clovis Adult Education	Desktop Publishing			730	
Clovis Adult Education	General Office			661	
Clovis Adult Education	Licensed Vocational Nurse (LVN)	Eligible for LVN license.		1589	\$2,000.00
Clovis Adult Education	LVN Prerequisites				
Clovis Adult Education	Mechanical Drafting (Electronic)		Drafting I	540	\$115.00

Prerequisites = Any basic requirements that must be met before enrolling in the program. Fees = The total amount of supplies plus tuition.

Hours = The total length of the program in hours.

Please consult the catalog for the most current fees. Fees listed in this directory are accurate as of July 1, 1995.

For more detailed information on any program, please consult the Fresno Private Industry Council's Skills Training Directory or contact the school directly.

TRAINING DIRECTORY - SORTED BY TRAINING PROVIDER

Training Provider	Program Title	Degree	Prerequisites	Hours	Fees
Clovis Adult Education	Medical Assistant (back office) II			334	\$740.00
Clovis Adult Education	Medical Assistant I			870	\$500.00
Clovis Adult Education	Word Processor			814	
Community Trade and Technical Institute	Computer Repair Technician			480	\$6,665.00
Community Trade and Technical Institute	Electronic Medical Records Technician			474	\$6,590.00
Community Trade and Technical Institute	Electronic Medical Records Technician			474	\$6,590.00
Community Trade and Technical Institute	Office Automation			360	\$4,640.00
Community Trade and Technical Institute	Office Automation (Day Course)			360	\$4,640.00
Community Trade and Technical Institute	Office Automation (Night Course)			360	\$4,640.00
Community Trade and Technical Institute	Office Automation/GED			462	\$5,753.00
Community Trade and Technical Institute	Office Automation/GED			462	\$5,753.00
Community Trade and Technical Institute	Phlebotomy Technician	Eligible to test for national accreditation.		528	\$5,675.00
Community Trade and Technical Institute	Phlebotomy Technician	Eligible to test for national accreditation.		528	\$5,675.00
Community Trade and Technical Institute	Ultrasound/Echo Technician (Day Course)	Certificate		624	\$8,640.00
Community Trade and Technical Institute	Ultrasound/Echo Technician (Night Course)	Certificate		624	\$8,640.00
Fresno Adult School	Certified Nursing Assistant, Home Health Aide	Eligible for state CNA/HHA certification exam		330	\$370.00
Fresno Adult School	Custodial/Janitor		ABE Low advanced 114, ESL high Inter. 104.	270	
Fresno City College	Accounting	Associates Degree	Consult Catalog		
Fresno City College	Agriculture Business	Associates Degree	Consult Catalog		
Fresno City College	Air Conditioning	Certificate of Achievement	Consult Catalog		
Fresno City College	Automotive Technician	Associates Degree			\$2,198.00

Prerequisites = Any basic requirements that must be met before enrolling in the program. Fees = The total amount of supplies plus tuition.

Hours = The total length of the program in hours.

Please consult the catalog for the most current fees. Fees listed in this directory are accurate as of July 1, 1995.

For more detailed information on any program, please consult the Fresno Private Industry Council's Skills Training Directory or contact the school directly.

TRAINING DIRECTORY - SORTED BY TRAINING PROVIDER

Training Provider	Program Title	Degree	Prerequisites	Hours	Fees
Fresno City College	Automotive Technology - Ford ASSET Program	Associates Degree	Consult Catalog		
Fresno City College	Automotive Technology - GM ASEP Program	Associates Degree	Consult Catalog		
Fresno City College	Building Safety & Code Administration	Associates Degree	Consult Catalog		
Fresno City College	Business Administration	Associates Degree	Consult Catalog		
Fresno City College	Business Office Occupations - Admin Assistant	Certificate	Consult Catalog		
Fresno City College	Business Office Occupations - Clerical	Certificate	Consult Catalog		
Fresno City College	Business Office Occupations - Leag Admin Assist	Certificate	Consult Catalog		
Fresno City College	Business Office Occupations - Medical Admin Assist	Certificate	Consult Catalog		
Fresno City College	Business Office Occupations - Medical Receptionist	Certificate	Consult Catalog		
Fresno City College	Business Office Occupations - Medical Transcriptionis	Certificate	Consult Catalog		
Fresno City College	Business Office Occupations - Word Processor	Certificate	Consult Catalog		
Fresno City College	Cabinetmaking Technology	Certificate of Achievement			\$2,349.00
Fresno City College	Child Development	AS or Certificate	Consult Catalog		
Fresno City College	Clean Air Car (Smog Certificate)	Smog Certificate eligible			
Fresno City College	Construction	Certificate of Achievement	Consult Catalog		
Fresno City College	Criminology Police & Law Enforcement Option	Certificate of Achievement	Consult Catalog		
Fresno City College	Data Entry Operator	Certificate of Achievement	Consult Catalog		
Fresno City College	Dental Hygiene	Associates Degree	Consult Catalog		
Fresno City College	Dietary Aide	Certificate	Consult Catalog		
Fresno City College	Dietetic Assistant	Associates Degree			\$827.00
Fresno City College	Drafting	Certificate of Achievement	Consult Catalog		
Fresno City College	Electronics Technician	Certificate of Achievement	Consult Catalog		

Prerequisites = Any basic requirements that must be met before enrolling in the program. Fees = The total amount of supplies plus tuition.

Hours = The total length of the program in hours.

Please consult the catalog for the most current fees. Fees listed in this directory are accurate as of July 1, 1995.

For more detailed information on any program, please consult the Fresno Private Industry Council's Skills Training Directory or contact the school directly.

TRAINING DIRECTORY - SORTED BY TRAINING PROVIDER

Training Provider	Program Title	Degree	Prerequisites	Hours	Fees
Fresno City College	Environmental Hazardous Materials Technician	Certificate of Achievement	Consult Catalog		
Fresno City College	FCC General Fees		This should be used when there are courses that the participant needs before enrolling in occupational curriculum.		
Fresno City College	Industrial Technology - Construction	Associates Degree	Consult Catalog		
Fresno City College	Industrial Technology - Manufacturing	Associates Degree	Consult Catalog		
Fresno City College	Information Systems	AS or Certificate	Consult Catalog		
Fresno City College	Library Technology	AS & Certificate	Consult Catalog		
Fresno City College	Management	AS or Certificate	Consult Catalog		
Fresno City College	Manufacturing Technology	Certificate of Achievement	Consult Catalog		
Fresno City College	Marketing	AS or Certificate	Consult Catalog		
Fresno City College	Marketing/Retailing Fashion	AS or Certificate	Consult Catalog		
Fresno City College	Medical Assistant - Clinician	Associates Degree	Consult Catalog		
Fresno City College	Medical Record Technician	Associates Degree	Consult Catalog		
Fresno City College	Paralegal	AS or Certificate	Consult Catalog		
Fresno City College	Plumbing	Certificate of Achievement	Consult Catalog		
Fresno City College	Police Academy	Certificate of Completion	Consult Catalog		
Fresno City College	Printing Technology	Certificate of Achievement	Consult Catalog		
Fresno City College	Radiologic Technology	Associates Degree	Consult Catalog		
Fresno City College	Real Estate Broker/Sales	License Eligible	Consult Catalog		
Fresno City College	Real Estate Escrow		Consult Catalog		
Fresno City College	Real Estate Housing Management		Consult Catalog		
Fresno City College	Registered Nursing	Associates Degree & License Eligible	Consult Catalog		
Fresno City College	Respiratory Care Practitioner	Associates Degree	Consult Catalog		

Prerequisites = Any basic requirements that must be met before enrolling in the program.

Hours = The total length of the program in hours.

Fees = The total amount of supplies plus tuition.
Please consult the catalog for the most current fees. Fees listed in this directory are accurate as of July 1, 1995.

For more detailed information on any program, please consult the Fresno Private Industry Council's Skills Training Directory or contact the school directly.

TRAINING DIRECTORY - SORTED BY TRAINING PROVIDER

Training Provider	Program Title	Degree	Prerequisites	Hours	Fees
Fresno City College	Teacher Aide	AS or Certificate	Consult Catalog		
Fresno City College	Water Utility Science	Certificate of Achievement	Consult Catalog		
Fresno City College	Welding Technology	Certificate of Achievement	Consult Catalog		
Fresno City College - Vocational Training Center	Body Fender & Paint Tech.			900	\$205.00
Fresno City College - Vocational Training Center	Brakes, Suspension & Steering Tech			600	\$235.00
Fresno City College - Vocational Training Center	Computerized Accounting			600	\$310.00
Fresno City College - Vocational Training Center	Maintenance Mechanic			900	\$240.00
Fresno City College - Vocational Training Center	Office Assistant			600	\$310.00
Fresno City College - Vocational Training Center	Tune-up & Emission Control Tech.			600	\$260.00
Fresno City College Training Institute	Access Level I			7	\$99.00
Fresno City College Training Institute	Access Level II			6	\$99.00
Fresno City College Training Institute	Bookkeeping/Basic Accounting			12.5	\$119.00
Fresno City College Training Institute	Build Your Own Personal Computer			5	\$125.00
Fresno City College Training Institute	Cardiopulmonary Resuscitation (CPR)			8	\$49.00
Fresno City College Training Institute	Computer Aided Design (Auto CAD I & II)		Know fundamentals of Auto CAD	24	\$320.00
Fresno City College Training Institute	Computer Repair			19	\$450.00
Fresno City College Training Institute	Electrocardiogram (EKG) and Interpretation Skill Training				\$295.00
Fresno City College Training Institute	Emergency Medical Technician 1A(Primary)				\$295.00
Fresno City College Training Institute	Emergency Medical Technician 1A-(Primary)			120	\$295.00
Fresno City College Training Institute	EMT - 1A (Re-certification)		An expired EMT permit.	28	\$119.00
Fresno City College Training Institute	Excel for Windows - Level II			7	\$99.00
Fresno City College Training Institute	Excel for Windows 5.0- Level I			7	\$99.00

Prerequisites = Any basic requirements that must be met before enrolling in the program. Fees = The total amount of supplies plus tuition.

Hours = The total length of the program in hours.

Please consult the catalog for the most current fees. Fees listed in this directory are accurate as of July 1, 1995.

For more detailed information on any program, please consult the Fresno Private Industry Council's Skills Training Directory or contact the school directly.

TRAINING DIRECTORY - SORTED BY TRAINING PROVIDER

Training Provider	Program Title	Degree	Prerequisites	Hours	Fees
Fresno City College Training Institute	Executive Housekeeping Management Program			330	
Fresno City College Training Institute	Exporting Basics			3	\$35.00
Fresno City College Training Institute	Fluoroscopy			40	\$189.00
Fresno City College Training Institute	Geographic Info System and ARC View, Level I			8	\$99.00
Fresno City College Training Institute	Geographic Info System and ARC View, Level II			8	\$99.00
Fresno City College Training Institute	Home Health Care Concepts		Newly RN or established RN.	15	\$189.00
Fresno City College Training Institute	Human Anatomy & Physiology			36	\$169.00
Fresno City College Training Institute	Improving Productivity Through Teamwork			7.5	\$139.00
Fresno City College Training Institute	Industrial Electrical Controls -Level I				\$295.00
Fresno City College Training Institute	Industrial Electrical Controls -Level II				\$295.00
Fresno City College Training Institute	International Marketing Certificate Program				\$395.00
Fresno City College Training Institute	Internet Basics			13	\$149.00
Fresno City College Training Institute	Internet: Going Global		Not for beginners.	6	\$79.00
Fresno City College Training Institute	Introduction to Computers			7	\$99.00
Fresno City College Training Institute	Math for Health Professionals			8	\$89.00
Fresno City College Training Institute	Medical Office Methods -Level I		Basic typing, Med. terminology recommended	60	\$219.00
Fresno City College Training Institute	Medical Office Methods -Level II		Med. Office Methods I or instructor OK.		\$245.00
Fresno City College Training Institute	Medical Office Procedures and Intro to Billing		Basic typing skills.		\$189.00
Fresno City College Training Institute	Medical Terminology			35	\$169.00
Fresno City College Training Institute	Microbiology and Pharmacology			60	\$289.00
Fresno City College Training Institute	Microsoft Windows 3.1			7	\$99.00
Fresno City College Training Institute	MS DOS 6.22 Level I			7	\$99.00
Fresno City College Training Institute	Network Cabling, Basic Commands			3	\$89.00

Prerequisites = Any basic requirements that must be met before enrolling in the program. Fees = The total amount of supplies plus tuition.

Hours = The total length of the program in hours.

Please consult the catalog for the most current fees. Fees listed in this directory are accurate as of July 1, 1995.

For more detailed information on any program, please consult the Fresno Private Industry Council's Skills Training Directory or contact the school directly.

TRAINING DIRECTORY - SORTED BY TRAINING PROVIDER

Training Provider	Program Title	Degree	Prerequisites	Hours	Fees
Fresno City College Training Institute	Networking Technology Applications			3	\$69.00
Fresno City College Training Institute	Notary Public Training Seminar			6	\$89.00
Fresno City College Training Institute	Office Automation: Application Software			72	\$479.00
Fresno City College Training Institute	Office Automation: Office Productivity			72	\$479.00
Fresno City College Training Institute	Patient Care Skills			8	\$69.00
Fresno City College Training Institute	Payroll Taxes and Information Returns			4	\$69.00
Fresno City College Training Institute	PC Networking, An Introduction			3	\$69.00
Fresno City College Training Institute	Pharmacology			30	\$159.00
Fresno City College Training Institute	Pharmacy Technician			240	\$1,950.00
Fresno City College Training Institute	Phlebotomist			160	\$1,040.00
Fresno City College Training Institute	Power Point Level 1			7	\$99.00
Fresno City College Training Institute	Programmable Logic Controllers			21	\$335.00
Fresno City College Training Institute	Quickbooks for Windows 3.0- Level 1			7	\$99.00
Fresno City College Training Institute	Quickbooks for Windows 3.0- Level 2			7	\$99.00
Fresno City College Training Institute	Quicken for Windows 4.0 Level 1			7	\$99.00
Fresno City College Training Institute	Quicken for Windows 4.0 Level 2			7	\$99.00
Fresno City College Training Institute	Supervisory Development 1; Managing Individual Performance			7.5	\$139.00
Fresno City College Training Institute	Supervisory Development 2; Managing Individual Performance			7.5	\$139.00
Fresno City College Training Institute	Surgical Technologist			140	\$1,725.00
Fresno City College Training Institute	Word for Window 6.0 - Level 2			7	\$99.00
Fresno City College Training Institute	Word for Window 6.0 - Level 3			7	\$99.00
Fresno City College Training Institute	Word for Windows 6.0- Level 1			7	\$99.00

Prerequisites = Any basic requirements that must be met before enrolling in the program. Fees = The total amount of supplies plus tuition.

Hours = The total length of the program in hours.

Please consult the catalog for the most current fees. Fees listed in this directory are accurate as of July 1, 1995.

For more detailed information on any program, please consult the Fresno Private Industry Council's Skills Training Directory or contact the school directly.

TRAINING DIRECTORY - SORTED BY TRAINING PROVIDER

Training Provider	Program Title	Degree	Prerequisites	Hours	Fees
Fresno City College Training Institute	WordPerfect 6.0- DOS Level 1			7	\$99.00
Fresno City College Training Institute	WordPerfect 6.0- DOS Level 2			7	\$99.00
Fresno City College Training Institute	WordPerfect 6.0- DOS Level 3			7	\$99.00
Fresno City College Training Institute	WordPerfect for Windows 6.1- Level 1			7	\$99.00
Fresno City College Training Institute	WordPerfect for Windows 6.1- Level 2			7	\$99.00
Fresno City College Training Institute	WordPerfect for Windows 6.1- Level 3			7	\$99.00
Fresno City College Training Institute	Working Smarter Using Time & Resource Management			7.5	\$139.00
Fresno Institute of Technology	Automated Office Specialist I			780	\$4,800.00
Fresno Institute of Technology	Automated Office Specialist I, (Partial Program)			520	\$3,426.20
Fresno Institute of Technology	Automated Office Specialist II, Medical Emphasis			780	\$4,800.00
Fresno Institute of Technology	Automated Office Specialist II, Medical Emphasis (Partial Program)			546	\$3,583.76
Fresno Institute of Technology	Computer Electronic Tech			936	\$7,200.00
Fresno Institute of Technology	Computer Electronic Tech/Computer Emphasis			624	\$4,387.16
Fresno Institute of Technology	Computer Electronic Tech/Electronics Emphasis			624	\$4,387.16
Fresno Police Department	Police Cadet		Clean DMV, no warrants, physical, and satisfactory credit history.	1960	\$500.00
Hair Interns	Advanced Black Cosmetology			382	\$1,668.75
Hair Interns	Cosmetology	Eligible for Cosmetology license after completion of program.		1600	\$5,784.88
Hair Interns	Cosmetology Instructor Trainee	Eligible for Cosmetology Instructor license after completion of program.		600	\$2,798.14
Hair Interns	Manicuring & Pedicuring	Eligible for Manicurist license after completion of program.		350	\$2,835.25

Prerequisites = Any basic requirements that must be met before enrolling in the program. Fees = The total amount of supplies plus tuition.

Hours = The total length of the program in hours.

Please consult the catalog for the most current fees. Fees listed in this directory are accurate as of July 1, 1995.

For more detailed information on any program, please consult the Fresno Private Industry Council's Skills Training Directory or contact the school directly.

TRAINING DIRECTORY - SORTED BY TRAINING PROVIDER

Training Provider	Program Title	Degree	Prerequisites	Hours	Fees
Heald Business Colleges	Accounting	Associate Degree in Applied Science	HS/GED & Admissions exam	2040	\$12,200.00
Heald Business Colleges	Accounting	Specialist Diploma	HS/GED & Admissions exam	1380	\$8,150.00
Heald Business Colleges	Business Management	Associate Degree in Applied Science	HS/GED & Admissions exam	2040	\$12,200.00
Heald Business Colleges	Business Management (Night School Program)	Associate Degree in Applied Science	HS/GED & Admissions exam	1440	\$13,400.00
Heald Business Colleges	Computer Applications	Associate Degree in Applied Science	HS/GED & Admissions exam	2040	\$12,200.00
Heald Business Colleges	Computer Applications	Specialist Diploma	HS/GED & Admissions exam	1380	\$8,150.00
Heald Business Colleges	Electronics Technology	Technician Certificate	HS/GED & Admissions exam	1150	\$9,550.00
Heald Business Colleges	Electronics Technology	Associate Degree in Applied Science	HS/GED & Admissions exam	1700	\$14,300.00
Heald Business Colleges	Legal Office Administration	Associate Degree in Applied Science	HS/GED & Admissions exam	2040	\$12,200.00
Heald Business Colleges	Medical Office Administration	Specialist Diploma	HS/GED & Admissions exam	1380	\$8,150.00
Heald Business Colleges	Medical Office Administration	Associate Degree in Applied Science	HS/GED & Admissions exam	2040	\$12,200.00
Heald Business Colleges	Office Skills Administration	Associate Degree in Applied Science	HS/GED & Admissions exam	2040	\$12,200.00
Heald Business Colleges	Office Skills Administration	Specialist Diploma	HS/GED & Admissions exam	1380	\$8,150.00
Hi-Tech Vocational Institute	Automotive Technology I	Eligible for licensing		700	\$6,280.00
Hi-Tech Vocational Institute	Automotive Technology II	Eligible for licensing		500	\$4,930.00
Hi-Tech Vocational Institute	Clean Air Car Course I	Eligible for licensing		500	\$5,009.00
Hi-Tech Vocational Institute	Clean Air Car Course II	Eligible for licensing		200	\$1,618.00
Kings River Community College	Administration of Justice	AS or Certificate of Achievement	Consult Catalog		
Kings River Community College	Agriculture Animal Science	AS or Certificate of Achievement	Consult Catalog		
Kings River Community College	Agriculture Business	AS or Certificate of Achievement	Consult Catalog		
Kings River Community College	Agriculture General	AS or Certificate of Achievement	Consult Catalog		
Kings River Community College	Agriculture Plant Science - Grape & Tree Management	AS or Certificate of Achievement	Consult Catalog		

Prerequisites = Any basic requirements that must be met before enrolling in the program. Fees = The total amount of supplies plus tuition.

Hours = The total length of the program in hours.

Please consult the catalog for the most current fees. Fees listed in this directory are accurate as of July 1, 1995.

For more detailed information on any program, please consult the Fresno Private Industry Council's Skills Training Directory or contact the school directly.

TRAINING DIRECTORY - SORTED BY TRAINING PROVIDER

Training Provider	Program Title	Degree	Prerequisites	Hours	Fees
Kings River Community College	Automotive Technology				\$1,220.00
Kings River Community College	Aviation MTCE Tech (Power Plant)				\$788.00
Kings River Community College	Child Development	AS or Certificate of Achievement	Consult Catalog		
Kings River Community College	Computer Science	Associate of Science Degree	Consult Catalog		
Kings River Community College	Data Entry	Certificate of Completion	Consult Catalog		
Kings River Community College	Dental Assistant				\$2,027.00
Kings River Community College	Dental Assisting	AS or Certificate of Achievement	Consult Catalog		
Kings River Community College	English	Associate of Science Degree	Consult Catalog		
Kings River Community College	Fashion Merchandising	AS or Certificate of Achievement	Consult Catalog		
Kings River Community College	Fine Arts	Associate of Arts	Consult Catalog		
Kings River Community College	Food Science	Certificate of Completion	Consult Catalog		
Kings River Community College	Forest/Park Technology	Associate Degree			\$2,360.00
Kings River Community College	General Business	AS or Certificate of Achievement	Consult Catalog		
Kings River Community College	General Office - Secretarial	AS or Certificate of Achievement	Consult Catalog		
Kings River Community College	Information Systems	AS or Certificate of Achievement	Consult Catalog		
Kings River Community College	KRCC General Fees		This should be used when there are courses that the participant needs before enrolling in occupational curriculum.		
Kings River Community College	Landscape Horticulture	AS or Certificate of Achievement	Consult Catalog		
Kings River Community College	Landscape Horticulture - Maintenance	AS or Certificate of Achievement	Consult Catalog		
Kings River Community College	Management	AS or Certificate of Achievement	Consult Catalog		
Kings River Community College	Manufacturing Technology				
Kings River Community College	Receptionist	Certificate of Completion	Consult Catalog		
Kings River Community College	Small Business Management	AS or Certificate of Achievement	Consult Catalog		

Prerequisites = Any basic requirements that must be met before enrolling in the program. Fees = The total amount of supplies plus tuition.

Hours = The total length of the program in hours.

Please consult the catalog for the most current fees. Fees listed in this directory are accurate as of July 1, 1995.

For more detailed information on any program, please consult the Fresno Private Industry Council's Skills Training Directory or contact the school directly.

TRAINING DIRECTORY - SORTED BY TRAINING PROVIDER

Training Provider	Program Title	Degree	Prerequisites	Hours	Fees
Kings River Community College	Word Processing	AS or Certificate of Achievement	Consult Catalog		
Lyle's College of Beauty	Cosmetologist (F/T status)	Eligible for state license.		1600	\$4,867.40
Lyle's College of Beauty	Cosmetologist (P/T status)	Eligible for state license.		1600	\$4,867.40
Lyle's College of Beauty	Manicurist	Eligible for state license.		400	\$3,017.57
Microcomputer Education Center	Computerized Accounting Clerk	Certificate		720	\$6,895.00
Microcomputer Education Center	Medical Office Clerk	Certificate		720	\$6,895.00
Microcomputer Education Center	Microcomputer Operator	Certificate		720	\$6,895.00
Microcomputer Education Center	Office Automation Technician w/ Desktop Publishing	Certificate		480	\$5,434.00
Microcomputer Education Center	Word Processor	Certificate		240	\$2,603.00
MTMA Schools, Inc.	Apartment Manager			192	\$2,630.00
MTMA Schools, Inc.	Hotel/Motel, Apartment, Mobile Home & RV Park Manager			320	\$4,118.00
National Training Institute, Inc.	Computer Service Technician	Certificate		480	\$7,693.00
National Training Institute, Inc.	Electronic Equipment Repair	Certificate		480	\$7,500.00
National Training Institute, Inc.	Professional Sales Training	Certificate		180	\$3,900.00
National University	Multiple Subject Teaching Credential			984	\$10,286.00
Quality College of Health Care Careers	Bookkeeping			300	\$2,700.00
Quality College of Health Care Careers	Building Custodian	Certificate		80	\$1,225.00
Quality College of Health Care Careers	Chiropractic Assistant	Certificate		240	\$1,495.00
Quality College of Health Care Careers	General Medical Office Clerk			240	\$2,700.00
Quality College of Health Care Careers	Health Unit Coordinator			300	\$3,000.00
Quality College of Health Care Careers	Massage Therapy	Certificate	18+years of age. Have either a H.S. diploma or a GED certificate and complete the Quality College entrance exam.	150	\$1,474.00
Quality College of Health Care Careers	Medical Billing I	Certificate	18+years of age. Have either a H.S. diploma or a GED certificate and complete the Quality College entrance exam.	120	\$1,495.00

Prerequisites = Any basic requirements that must be met before enrolling in the program. Fees = The total amount of supplies plus tuition.

Hours = The total length of the program in hours.

Please consult the catalog for the most current fees. Fees listed in this directory are accurate as of July 1, 1995.

For more detailed information on any program, please consult the Fresno Private Industry Council's Skills Training Directory or contact the school directly.

TRAINING DIRECTORY - SORTED BY TRAINING PROVIDER

Training Provider	Program Title	Degree	Prerequisites	Hours	Fees
Quality College of Health Care Careers	Paralegal	Certificate		448	\$3,975.00
Quality College of Health Care Careers	Pharmacy Technician	Eligible for national exam (no required for employment)		240	\$2,700.00
Quality College of Health Care Careers	Pharmacy Technician (Night)	Eligible for national exam (no required for employment)		240	\$2,700.00
Quality College of Health Care Careers	Physical Therapy Aide		18+ years of age. Have either a H.S. diploma or a GED certificate and complete the Quality College entrance exam.	150	\$1,474.00
R.O.A.D. Schools	Basic Industrial Education	Forklift Operator certification		161	\$1,100.00
San Joaquin College of Law	Paralegal		30 units college, admission test, letters of reference/recommendation resume	315	\$4,055.00
San Joaquin Valley College, Inc.	Administration of Justice - Corrections Officer		Entrance exam, psychological exam, instructor interview	480	\$6,292.19
San Joaquin Valley College, Inc.	Administration of Justice - Loss Prevention Officer		Entrance exam, instructor interview	493	\$6,844.00
San Joaquin Valley College, Inc.	Aviation Maintenance Technician	FAA license eligible.			
San Joaquin Valley College, Inc.	Business Administration		Entrance exam. Contact school for other requirements.	660	\$7,515.00
San Joaquin Valley College, Inc.	Business Administration Assistant		Entrance exam, recommendation from agency coordinator; agency approval	660	\$6,376.62
San Joaquin Valley College, Inc.	Dental Assistant		Entrance exam, instructor interview	720	\$6,598.02
San Joaquin Valley College, Inc.	Dental Assistant		Must pass SJVC examine and meet program requirements.	720	\$7,494.00
San Joaquin Valley College, Inc.	Health Care Administration Assistant		Entrance exam, recommendation from agency coordinator; agency approval	660	\$6,154.29
San Joaquin Valley College, Inc.	Health Care Administration/Medical Assistant	Certificate	Entrance exam, instructor interview	650	\$6,681.38
San Joaquin Valley College, Inc.	Heating, Vent, Refrig & Air Conditioning Tech (HVAC)	Certificate	Entrance exam (including mechanical reasoning), instructor interview; Agency recommendation and approval.	998	\$7,743.27
San Joaquin Valley College, Inc.	Heating, Ventilation, Refrig & Air Conditioning Tech (HVAC) (9mo)	Certificate	Entrance exam (including mechanical reasoning), instructor interview; Agency recommendation and approval.	828	\$7,743.27
San Joaquin Valley College, Inc.	Medical Assistant				
San Joaquin Valley College, Inc.	Medical Assisting/Home Health Care Provider	CNA license eligible	Entrance exam, instructor interview	684	\$6,615.42
San Joaquin Valley College, Inc.	Medical-Legal Transcriptionist		Entrance exam, recommendation from agency coordinator; agency approval	660	\$6,536.12

Prerequisites = Any basic requirements that must be met before enrolling in the program. Fees = The total amount of supplies plus tuition.

Hours = The total length of the program in hours.

Please consult the catalog for the most current fees. Fees listed in this directory are accurate as of July 1, 1995.

For more detailed information on any program, please consult the Fresno Private Industry Council's Skills Training Directory or contact the school directly.

TRAINING DIRECTORY - SORTED BY TRAINING PROVIDER

Training Provider	Program Title	Degree	Prerequisites	Hours	Fees
San Joaquin Valley College, Inc.	Office Administration (Professional Secretary)		Entrance exam, recommendation from agency coordinator; agency approval	660	\$6,329.12
San Joaquin Valley College, Inc.	Pharmacy Technician			700	\$7,494.00
San Joaquin Valley College, Inc.	Respiratory Care Technician	Certificate	Entrance exam. Contact school for other requirements.	1550	\$11,629.00
San Joaquin Valley College, Inc.	Respiratory Care Technician		Must pass SJVC examine and meet program requirements.	1550	\$11,629.00
San Joaquin Valley College, Inc.	Travel Administration Specialist	Institute of Cert. Travel Agent exam.	Entrance exam, instructor interview	600	\$5,392.72
San Joaquin Valley College, Inc.	Veterinary Technician		Entrance exam, instructor interview	660	\$6,204.82
Sierra Valley College	Administrative Assistant			900	\$5,507.86
Sierra Valley College	Office Administration			900	\$5,446.65
Sierra Valley College	Office Management			1200	\$7,404.29
Truck Driving Academy	Truck Driver	Class A Drivers License eligible.		330	\$3,990.00
Truck Driving Academy	Truck Driver	Class A Drivers License eligible.		330	\$3,990.00
West Hills Community College	Administration of Justice	Associates Degree	Consult Catalog		
West Hills Community College	Agriculture Business	Associates Degree	Consult Catalog		
West Hills Community College	Agriculture Mechanics Technician	Associates Degree	Consult Catalog		
West Hills Community College	Animal Science	Associates Degree or Certificate	Consult Catalog		
West Hills Community College	Automotive Technology	Associates Degree or Certificate	Consult Catalog		
West Hills Community College	Business	Associates Degree or Certificate	Consult Catalog		
West Hills Community College	Business Administration	Associates Degree	Consult Catalog		
West Hills Community College	Computer Information Systems	Associates Degree or Certificate	Consult Catalog		
West Hills Community College	Crop Science	Associates Degree or Certificate	Consult Catalog		
West Hills Community College	Diesel Technology	Associates Degree or Certificate	Consult Catalog		
West Hills Community College	Early Childhood Education	Associates Degree or Certificate	Consult Catalog		

Prerequisites = Any basic requirements that must be met before enrolling in the program. Fees = The total amount of supplies plus tuition.

Hours = The total length of the program in hours.

Please consult the catalog for the most current fees. Fees listed in this directory are accurate as of July 1, 1995.

For more detailed information on any program, please consult the Fresno Private Industry Council's Skills Training Directory or contact the school directly.

TRAINING DIRECTORY - SORTED BY TRAINING PROVIDER

Training Provider	Program Title	Degree	Prerequisites	Hours	Fees
West Hills Community College	Educational Assistant	Certificate	Consult Catalog		
West Hills Community College	Equine Science	Associates Degree or Certificate	Consult Catalog		
West Hills Community College	General Fees		This should be used when there are courses that the participant needs before enrolling in occupational curriculum.		
West Hills Community College	Health Science (General)	Associates Degree	Consult Catalog		
West Hills Community College	Heavy Equipment Operator				\$235.00
West Hills Community College	Office Management & Technologies	Associates Degree or Certificate	Consult Catalog		
West Hills Community College	Office Management/Clerk Typist	Certificate	Depends on course selection	580	\$967.00
West Hills Community College	Secretary/Word Processing	Certificate	Consult Catalog.		\$953.00
West Hills Community College	Truck Driver	Class A Drivers License eligible.		244	\$343.00
West Hills Community College	Truck Driver (summer session)	Class A Drivers License eligible.			\$343.00
West Hills Community College	Welding Technology	Associates Degree or Certificate	Consult Catalog		
Western Pacific Truck School	Truck Driver (day student)	Class A Drivers License eligible.	HS/GED, DoT physical, DMV record, drivers license and Social Security Card	160	\$3,212.00
Western Pacific Truck School	Truck Driver (night student)	Class A Drivers License eligible.	HS/GED, DoT physical, DMV record, drivers license and Social Security Card	160	\$3,212.00

Prerequisites = Any basic requirements that must be met before enrolling in the program.

Hours = The total length of the program in hours.

Fees = The total amount of supplies plus tuition.
Please consult the catalog for the most current fees. Fees listed in this directory are accurate as of July 1, 1995.

For more detailed information on any program, please consult the Fresno Private Industry Council's Skills Training Directory or contact the school directly.

TRAINING PROVIDER'S
ADDRESS AND PHONE
LIST

TRAINING PROVIDER'S ADDRESS & PHONE LIST

Training Provider	Address	City	Zip	Phone	Contact
Advanced Computer Training School	3467 W. Shaw, #100	Fresno	93711	209-277-1900	Jackson Sakamoto
Clovis Adult Education	1452 David E. Cook Way	Clovis	93611	209-297-0259	Sharon Fry
Clovis Adult Education	1452 David E. Cook Way	Clovis	93611	209-298-2172	Christine Buckle
Clovis Adult Education	1452 David E. Cook Way	Clovis	93611	209-292-3858	Susan Fisher
Clovis Adult Education	Clovis West @ Teague & Millbrook	Fresno		209-431-6600	Bobby Anderson
Community Trade and Technical Institute	231 Academy	Sanger	93657	209-875-1995	Brenda Flagg
Community Trade and Technical Institute	4944 E. Clinton, Suite 107	Fresno	93727	209-456-9194	Brenda Flagg
Fresno Adult School	102 E. Clinton	Fresno	93704	209-441-3272	Sally Fowler
Fresno City College	1101 E. University	Fresno	93741	209-442-4600	
Fresno City College - Vocational Training Center	2930 E. Annadale	Fresno	93725	209-486-0173	Jerry Sall
Fresno City College Training Institute	390 W. Fir	Clovis	93611	209-323-4688	Day Ann Dietrich
Fresno Institute of Technology	1545 Fulton Street	Fresno	93721	209-442-3574	Brenda Caissie
Fresno Police Department	Mariposa Mall	Fresno	93721	209-489-1450	Tim Chin
Hair Interns	1522 Fulton Street	Fresno	93721	209-441-1795	Rubi White
Heald Business Colleges	255 West Bullard Ave.	Fresno	93704	209-438-4222	Joe Lane
Hi-Tech Vocational Institute	2478 N. Marks	Fresno	93722	209-276-2886	Jacqui Carbajal
Kings River Community College	995 N. Reed	Reedley	93654	209-638-3642	Jerry Barkley

TRAINING PROVIDER'S ADDRESS & PHONE LIST

Training Provider	Address	City	Zip	Phone	Contact
Kings River Community College	995 N. Reed	Reedley	93654	209-638-3642	Judy Nelson
Lyle's College of Beauty	3125 W. Shaw Ave.	Fresno	93711	209-222-6060	Debra Cruz
Microcomputer Education Center	2002 N. Gateway	Fresno	93727	209-456-0623	Rick Trevino
MTMA Schools, Inc.	1313 P Street, Suite 205	Fresno	93721	209-268-0938	Mary Berglund
National Training Institute, Inc.	1788 N. Helm, Suite 106	Fresno	93727	209-456-1522	Laurie Benske
National University	2767 E. Shaw	Fresno	93710	209-294-6108	Kevin Villard
Quality College of Health Care Careers	1570 N. Wishon	Fresno	93728	209-497-5050	Dalene Garrett
Quality College of Health Care Careers	1570 N. Wishon	Fresno	93728	209-497-5050	Paul Smith
R.O.A.D. Schools	1350 O Street, Suite 309	Fresno	93721	209-237-7623	Agustina Lopez
San Joaquin College of Law	3385 E. Shields	Fresno	93726	209-225-4953	Pam Ramirez
San Joaquin Valley College, Inc.	295 E. Sierra	Fresno	93710	209-448-8282	Dee Lockhart
San Joaquin Valley College, Inc.	8400 W. Mineral King	Visalia	93291	209-651-2500	Gloria Rodriguez
Sierra Valley College	4747 N. First, Bldg D	Fresno	93726	209-222-0947	Rosanne Goodpaster
Truck Driving Academy	5168 N. Blythe Ave, Suite 102	Fresno	93722	209-276-5708	John Cosio
West Hills Community College	300 Cherry Lane	Coalinga	93210	1-800-266-1114	Maria Lourenco
West Hills Community College	300 Cherry Lane	Coalinga	93210	1-800-266-1114	Michael Gilmartin
Western Pacific Truck School	4565 N. Golden Gate Blvd.	Fresno	93722	209-276-1220	Ron Stenge